



CHAPTER: Equal Employment Opportunity Policy

SUBJECT: Initial Probation

POLICY NUMBER: 4.303

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RELATED POLICIES:
4.300 4.903

ENABLING RESOLUTION:
114-1988 267-2007 269-2007
31-09 35-09 116-10 117-10
122-2013 177-2014

REVISION DATE(S):
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DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

- A. The probationary period provides the opportunity for the employee to demonstrate that he/she can successfully perform the primary job responsibilities, meet performance effectiveness standards and exemplify the Sedgwick County Values.
- B. The probationary period will be served before non-probationary status is granted to an employee.

II. Policy

- A. All benefited County employees, except for those who are classified exempt, shall serve a twelve (12) month probationary period when beginning employment. This will occur regardless of where in the salary range the employee is hired.
- B. If during the probationary period an employee's performance or conduct is not acceptable, he/she can be dismissed without the right of appeal or hearing, except in cases of alleged discrimination, in which the discrimination and harassment complaint procedure can be utilized. See policy 4.506 Discrimination and Harassment.
- C. Whenever there is a change of Division Director, Department Head or Elected Official, employees who have already completed their initial probationary periods will not be placed on initial probation.

III. Definitions

Initial probation is defined as the first twelve months of employment starting from

the employee's hire date to Sedgwick County or, if the employee is reemployed, from the last hire date to Sedgwick County.

IV. Procedure

- A. When a probationary employee has not performed satisfactorily it shall be the responsibility of the hiring authority to notify the Division of Human Resources indicating the employee is not recommended for continuation in the position. This notification must be received by Human Resources prior to the completion of the twelve (12) months probationary period. In these instances:
 - 1. Prior to the completion of probation, quarterly performance feedback sessions will be utilized to communicate performance deficits and the actions necessary to bring performance to satisfactory standards.
 - 2. A Performance Improvement Plan may be developed for the employee.
 - 3. If the employee is still not meeting performance expectations, the employee may be terminated.
- B. Initial probation can be extended if an employee has been placed on a Performance Improvement Plan (PIP) or disciplinary probation prior to the end of initial probation. The initial probation extension encompasses the time period remaining on the PIP or disciplinary probation documentation. The employee will be notified of the initial probation extension by his/her supervisor. The notification will also be sent to Human Resources. Fire District #1 Firefighters and Lieutenants see policy 4.903B Performance Evaluation Fire District #1 - Firefighters and Lieutenants.