

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-6
		Original Adoption	02-09-1987
		Revision #	8
		Last revision date	October 2015
Section Title	Employment		
Subject	Probationary Period		

This section covers Regular Full-Time and Regular Part-Time Employees. Temporary employees are considered probationary during their full hire period.

- All new regular employees shall be considered probationary until they work a minimum of twelve (12) months.
- Probationary employees will be formally evaluated at six (6) months of employment and one (1) month prior to the completion of their probationary period. However, a supervisor is not limited to this number and is encouraged to conduct a performance evaluation at any time during the probationary period to help the employee improve his or her performance.
- During the probationary period, the employee will receive appropriate training and guidance to assure that the employee is given every opportunity to adjust and perform the position satisfactorily.
- If an employee is found unsuitable for a position during the probationary period the employee may be discharged.
- An employee ends their probationary status upon successful completion of the twelve (12) – month probationary period as defined above. An evaluation indicating satisfactory performance will be submitted by the supervisor through the department head to the Human Resource Office prior to the end of the probationary period.
- If a probationary employee uses more than 40 consecutive hours of sick leave, leave without pay or is unable to work due to an on the job injury, the probationary period will be extended by that length of time. Such time will be documented in the employee's official personnel file in the Human Resources Office.
- A current city employee promoted to a new position shall serve a new twelve (12) month probationary period for the new position. (see Policy 6-8) If an employee is found unsuitable for the new position, the employee may be placed back into the position held prior to the promotion if there is a vacancy. Salary would be reduced, placing the employee at the salary they were at prior to the promotion. If there is no vacancy or like position available, the employee may be discharged for just cause.