

INTRODUCTION

To assure that new employees are able to satisfy requirements of the position for which they were hired, the City of Taft has established a probationary period policy.

POLICY

1. The first six months or 1040 regularly scheduled working hours of employment shall be considered the minimum probationary period for full-time employees of the City of Taft, excluding Police Dispatchers, Correctional Officers and sworn members of the Taft Police and Fire Departments.
2. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for full-time Police Dispatchers in accordance with standards established by the California Commission on Peace Officer Standards and Training.
3. The first twelve months or 2080 regularly scheduled working hours of employment immediately following successful completion of a basic police academy approved by the California Commission on Peace Officer Standards Training shall be considered the minimum probationary period for sworn members of the Taft Police Department.
4. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for sworn members of the Taft Police Department who have successfully completed a basic police academy approved by the California Commission on Peace Officer Standards and Training prior to employment by the City of Taft.
5. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for Correctional Officers assigned to the Community Facility (CCF).
6. The first twelve months or 2912 regularly scheduled working hours of employment shall be considered the minimum probationary period for sworn members of the Taft Fire Department.
7. Part-time employees of the City of Taft shall remain in a probationary status for a minimum of 1040 regularly scheduled working hours – equivalent to six months of full-time equipment at the rate of 174 regularly scheduled working hours per month.

8. Should an employee fail to perform satisfactorily during the probationary period, such employee may be discharged in accordance with the City's Termination policy (Section 112 of this manual).
9. Should an employee's performance be marginal during the probationary period, the appropriate department head may elect to extend the employee's probationary period for a maximum of six calendar months or 1040 regularly scheduled working hours, subject to concurrence of the Personnel Officer.
10. Employees promoted or transferred to another position in the City, excluding those transferred to the position of Police Dispatcher, Correctional Officer, Police Officer or Firefighter shall be considered probationary employees during the first six months or 1040 regularly scheduled working hours in such position.
11. Employees promoted or transferred to the position of Police Dispatcher, or Correctional Officer with the City of Taft or as a sworn officer of the Taft Police Department shall be considered probationary employees during the first twelve months or 2080 regularly scheduled working hours in such position.
12. Employees promoted or transferred to the position of sworn Firefighter shall be considered probationary employees during the first 12 months or 2912 hours of regularly scheduled employment.
13. Unsatisfactory performance by employees promoted or transferred to another position shall result in transfer, demotion or other action in accordance with the City's Transfer and Promotion policies (Sections 110 and 111 of this manual).
14. Performance evaluations shall be conducted in accordance with the schedule contained in Section 208 of this manual.