

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
Title:		Policy No.	
PROBATIONARY AND REVIEW PERIODS		AP-05.2	
Policy Owner:		Approved By:	
Gina Monger, Human Resources Director		Andrew Ching, Town Manager	
Authorized By:		Revision History:	Effective Date:
Chapter 5: Conditions of Employment, Town Employee Handbook		09/12/2002	06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 5: Conditions of Employment* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. POLICY

- 2.1. The probationary period is an integral and final part of an employee’s selection and screening process. This period is intended to allow an employee to demonstrate satisfactory competence in the new position. It allows a supervisor time to observe the employee’s performance, train, and assist the employee to adjust to the position; or to terminate the employee who does not meet the required performance standards.
- 2.2. Probationary and review periods will be extended if an employee is absent or on modified/restricted duty for more than 14 consecutive calendar days. The extension will be equivalent to the total number of days absent and/or on restricted/modified duty, inclusive of the first 14 calendar days.
- 2.3. Probationary and review periods may be extended for up to 90 calendar days if circumstances warrant, exclusive of *Subsection 2.2.*, in coordination with Human Resources, the department director, and the Town Manager, as appropriate.

3. PROBATIONARY PERIOD

- 3.1. Probationary employees become regular employees upon the successful completion of their original probationary period. During an original appointment probationary period, an employee is designated as at-will employment status and may be dismissed at any time without a statement of cause, without prior notice, and without the right of grievance or appeal.
- 3.2. Excluding appointments to unclassified service positions as set forth in the *Chapter 5: Conditions of Employment*, of the *Town Employee Handbook*, all original appointments will be subject to a probationary period of 6 months (180 calendar days) of continuous and successful service.
- 3.3. Sworn original appointments, defined as positions in the Police Department that must meet and maintain Arizona Peace Officers Standards and Training Board (AZPOST), and Police Lead/Dispatchers, will be subject to a probationary period of 12 months of continuous and successful service.
- 3.4. Original appointments as an apprentice may extend beyond six months and the length of the probationary period will be confirmed in the appointment letter.
- 3.5. A probationary separation is the action to end an employee’s at-will employment with the Town prior to the end of the probationary period.

4. REVIEW PERIOD

- 4.1. All classified (as defined in *Chapter 5: Conditions of Employment*) employee promotional appointments, voluntary transfers, and voluntary demotions will be subject to a review period of 6 months continuous and successful service in addition to completion of the 6/12-month original appointment probationary period. The review period for a Town employee appointed to an apprenticeship will be determined based upon the needs of the position and the employee. Involuntary transfers and demotions will not serve a review period as described in this section.
- 4.2. Employees who are subsequently appointed to a new position prior to the completion of their original 6/12-month probationary period, will begin a new 6/12-month probationary period. Time spent in a prior probationary period may be credited towards the new probation period, subject to approval.
- 4.3. Regular employees who fail to complete a review period may be reassigned to the position from which they were promoted to a similar or lower level position, if they meet the minimum qualifications with approval of the Town Manager, if such a vacancy exists.
- 4.4. If the employee is reassigned, they will be subject to a new six-month review period regardless of whether or not they had regular employee status. If no vacancy exists, the employee may be assigned to a position which is equivalent to their former position in terms of scope of responsibilities and pay for a period not to exceed six months, subject to the determination and approval of the Town Manager based on staffing requirements.
- 4.5. At the end of the six-month review period, if there is still no vacancy, or sooner based on the Town Manager's assessment of staffing requirements, the employee will be terminated. Such employees have the right to a review of the action as provided for in *Subsection 7.2 Step 1: Town Manager* of the discipline and appeals policy but may not appeal to the Personnel Appeals Board.