

# **Arthur Township Probation Period Policy**

## **I. Policy Statement**

It is the policy of Arthur Township that employees serve a probationary period for the purpose of assessing employees' abilities, skills and interest. The probationary period serves as an extension of the screening process and a probationary employee may be terminated at the sole discretion of the Township Supervisors.

## **II. Application**

Newly hired or re-hired employees shall serve a probationary period.

## **III. Duration**

A. The probationary period shall be a period of 60 days for any employee. After 60 days the employee's performance evaluation will determine continued employment and/or a possible raise in pay. **If no pay raise is awarded at this time, another evaluation will be held 6 months from the first day of employment to determine a possible increase in pay.**

B. The probationary period for any employee may be extended for up to an additional 60 days at the discretion of the Township Supervisors.

## **IV. Probationary Performance Evaluations**

A. A performance appraisal shall be completed by the supervisors for each probationary employee at the completion of the full probationary period. The full probationary period means the initial probationary period and all extensions of it.

B. Successful completion of the probationary period means that the supervisors have conducted a performance evaluation at the conclusion of the full probationary period, have determined that the employee has performed satisfactorily on probation, and have recommended regular status for the employee.

C. A probationary employee who has not demonstrated the necessary ability, skills and interest to adequately perform the duties of the position, in the discretion of the Township Supervisors shall be terminated from employment. The probationary employee has no right to appeal unless the employee is a veteran. Veterans shall be treated as defined in Minnesota State Statute 197.46.

**V. Completion**

Upon completion of the probation period, the employee is entitled to all the responsibilities and privileges of a regular employee; however, this is not a guarantee of continued or permanent employment.

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**Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.**