



PROBATIONARY TEST PERIOD

PM-14-22

Section: 14-00, EMPLOYMENT

PURPOSE & SCOPE

Individuals hired to fill regular, full-time positions in one of the Divisions of City of Memphis Government are required to serve a probationary period upon initial employment. The purpose of the initial probationary period is to evaluate the competency of the employee's demonstrated work performance of the assigned job duties.

POLICY

All regular, full-time employees will have a six (6) month initial probationary period. Represented employees probationary period is set forth in his/her Memorandum of Understanding. If the Memorandum of Understanding is silent as it relates to probationary time, the represented employee will be subjected to the terms and conditions of this policy.

Police Officers will serve a probationary period of twelve (12) months, beginning on date of commission.

The following classifications will serve a probationary period of twelve (12) months which will begin from date of hire:

- Fire Private II
- Firefighter/Paramedic
- Fire Driver
- Fire Lieutenant
- EMS Training Lieutenant
- Emergency Unit Operator
- Fire Alarm Operator II and III
- Sr. Fire Alarm Operator
- Fire Inspector
- Fire Investigator
- OSHA Coordinator
- Air Mask Mechanic
- Quality Assurance Paramedic
- Anti-Neglect Field Inspector
- Sr. Anti-Neglect Field Inspector
- Fire Protection Specialist
- Communication Data Specialist
- Police Radio Dispatchers



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A regular full-time employee in one of the Divisions of City of Memphis Government, who has successfully completed his/her initial probationary period and who promotes to another classification, will be placed on an administrative probation. The purpose of the administrative probationary period is to evaluate the competency of the employee's demonstrated work performance of the assigned job duties. Depending upon the position classification, non-represented employees shall have a six (6) month administrative probationary period. Represented employees administrative probationary period depends upon the language set forth in the applicable Memorandum of Understanding. If the Memorandum of Understanding is silent, the terms of this policy will control.

The administrative probationary period begins from the effective date of promotion for either represented or non-represented employee. During administrative probation, an employee will retain all rights and privileges afforded by the civil service merit system provided the employee had civil service rights at the time of his/her promotion.

The length of the initial and/or administrative probationary period, as defined in this policy, is deemed sufficient time for such evaluation of suitability for employment. Therefore, requests for extensions of the employee's initial and /or administrative probationary period for further evaluation, except in the most unusual circumstances, will be denied by the Director of Human Resources.

Any employee hired after 07/01/72, or who is hired again after 07/01/72, shall have their seniority date based on their latest date of employment with City of Memphis Government. The adjusted date of employment shall then govern seniority and the rate of accrual of vacation and sick leave time. All matters of pension are governed by the rules and regulations of the City of Memphis Retirement System.

An employee will be certified to a regular, full-time position upon successful completion of their initial probationary period, and will be entitled to full civil service rights provided the position is protected under the civil service merit system. Those positions exempted by City of Memphis Charter, Article 34, Civil Service and City of Memphis Code of Ordinances, are exempted from civil service status and rights.

Dates of employment shall only be adjusted by the Director of Human Resources or designee.