



EMPLOYEE REVIEW DURING PROBATIONARY CERTIFICATION PERIOD

PM-26-02

Section: 26-00, PERFORMANCE REVIEW PROGRAM

POLICY

Employees in any one of the Divisions of the City of Memphis Government are subject to a performance review during their initial and/or administrative probationary period. The employee's appointing authority or designee is responsible for monitoring the employee's performance during the initial and/or administrative probationary period. Written documentation must be maintained throughout the probationary period that records such information as the employee's ability and willingness to competently perform the assigned job duties as well as the employee's work habits.

REQUESTS FOR EXTENSION

The length of the initial and/or administrative probationary period, as defined by PM-14-22, should serve as sufficient time to evaluate an employee's performance. However, the Director of Human Resources will consider a request for extension of an employee's initial and/or administrative probationary period with sufficient justification.

In the event, a Director will like to request an extension, the request must be submitted no later than two (2) weeks prior to the expiration date of either the initial or the administrative probationary period setting forth the justification for the extension.

NOTIFICATION OF PROBATIONARY STATUS

A Change Authorization form and the appropriate Performance Review form must be submitted to the Human Resources Director or designee by the employee's appointing authority or designee with a recommendation for one of the following:

1. Extension of the employee's initial and/or administrative probationary period based upon a sufficient justification; or
2. Certification of the employee on the expiration date of the probationary period; or
3. Termination of the employee on or before the expiration of the probationary period.



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The Human Resources Director or designee will review the appointing authority or designee's recommendation prior to granting approval or denial of the recommendation to be implemented. If the appointing authority or designee recommends the employee for certification on the expiration date of the employee's probationary period, the Change Authorization form must change the code of the employee from probation to 'regular, non-probationary'.

If the employee's appointing authority or designee fails to notify the Human Resources Director or designee of any decision concerning either the employee's initial or administrative probationary status, the employee is automatically certified on the expiration date of the employee's probationary period. Employees holding positions that are not excluded by the City of Memphis Charter and Code of Ordinances are entitled to full civil service rights upon certification from the initial probationary period. During administrative probation, the employee will retain all rights and privileges afforded by the Civil Service Merit System provided their positions are not excluded by the City of Memphis Charter and Code of Ordinances or eliminated through job abolishment.

When an individual is hired into a regular, full-time position in one of the Divisions of City of Memphis Government, the employee's first date of employment, or if hired again, the employee's most recent date of employment on the City's payroll will be the employee's date of employment with City of Memphis Government and is the date used for seniority and accrual of benefits. Dates of employment are only adjusted by the Human Resources Director or designee.