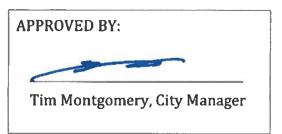
CITY OF LAS VEGAS ADMINISTRATIVE REGULATION



SUBJECT: Probationary Period Policy

ADMINISTRATIVE NUMBER: A-24-261 REVISION: October 24, 2024 SUPERSEDES: All EFFECTIVE DATE: October 24, 2024

PAGE(S): 5



- I. **PURPOSE:** The purpose of this Administrative Regulation is to clarify the Personnel Rule regarding the vesting of probationary employees.
- II. **OBJECTIVE:** The primary objective is to develop an Administrative Regulation which will provide probationary City Employees and Management an understanding of the probation process.

III. **SUMMARY:**

- Article VII, §66-36 of the Personnel Rules states: a.
 - Upon initial appointment of an employee to a position, all regular i. status employees shall be subject to a six-month appraisal period except police officers, police dispatchers and firefighters whose appraisal period shall be one year.
 - The appraisal period is a period during which the department director ii. or designee shall determine whether that employee is fit to continue employment.
 - iii. If at any time during the employment the department director or his designee determines that the employee is not meeting job expectations, the department director or designee may recommend

- immediate termination of employment, to be approved by the City Manager, whose decision is final. The Human Resource Director shall review all documentation to assure compliance with procedures set.
- Any employee who has not successfully completed the appraisal iv. period shall not be entitled to the rights of grievance or appeal of a disciplinary action as defined by these rules.
- If it is the judgment of the department director or designee thereof V. that an employee's probationary period should be extended for the good of the City, such department director or designee may authorize an extension of probation for a period of up to six months.
- An employee shall not be subject to a probationary period except vi. upon original appointment, upon a voluntary transfer to a new position or upon a promotion. Original appointments shall include any job classifications.
- vii. All employees on probationary status at the inception of these rules shall be subject to the probationary provisions they were hired under.
- b. The Human Resource Division will send out a list of probationary employees and end dates to Departments on a quarterly basis.
- A performance evaluation form shall be completed by the immediate C. supervisor by the applicable probationary period. A memo shall be sent along with the performance evaluation form stating whether the employee has successfully completed their probationary period or if the probationary period is to be extended for a period of up to six months. Such reasons an extension may be sought are for those Divisions/Departments that require certification or other forms of requirements that may exceed the probation time to complete. The memo shall be acknowledged by the employee and a copy submitted to them.
- d. If it is the decision of the department director or designee to terminate the employee, a recommendation memo shall be submitted to the Human Resource Director with an approval/disapproval line for the City Manager. The Human Resource Director will then review and prepare a memo for the City Manager for his/her final determination and approval of the termination.
- The performance evaluation form and memo for successful completion of e. probation, extension of probation or recommendation of termination shall be submitted five (5) days prior to the end of the probationary period.
- f. The original performance evaluation form and memo will be placed in the employee's personnel file in the Human Resource Department.
- Employees that successfully complete their probationary period and become g. part of the bargaining unit by December 31st of the year hired will be eligible for benefits as provided in the current contract with the applicable union.

IV. **ATTACHMENTS:**

a. Probationary Employee Performance Evaluation Form



City of Las Vegas Employee Performance Evaluation

Evaluator Name: Pos			:				
		Position:					
Department:	Division:						
	Prot	oatio	onary l	Emp	loyee:[
Period of Evaluation: to							
Employees are to be evaluated on the listed criteria as applicable. Items that are marked with an * indicate matter for further review and comment. Accomplishments, previousless achievements for the period of evaluation should noted. Goals for the next period of evaluation must be included. Comments by both the employee and supervismay be included as provided.	ous be	UNSATISFACTORY *	NEEDS IMPROV EMENT*	AVERAGE	GOOD	EXCELLENT *	
	\neg	0	1	2	3	4	N/A
For all employees (Including Managers Supervisors)			:*:				
1.) Attendance and Reliability							
2.) Courtesy/Customer Service							
3.) Appropriate Dress And Equipment/PPE	\rightarrow						
4.) Safety Practices 5.) Completes Safety Training Including Attendance & Participation							
6.) Appearance of Work Station							
7.) Operation & Care of Equipment/Vehicles	_						
8.) Knowledge of Work (Skills & Certifications)	\dashv						
9.) Quantity of Work	\dashv						
10.) Quality of Work	\dashv						
11.) Initiative	\perp	_					
12.) Judgment	_	_					
13.) Ability To Work With Others		- 1					

						
14.) Ability To Accept Direction / Responsibility						
15.) Time Management/ Meeting Deadlines						
16.) Accepts Change			<u> </u>			
17.) Effectiveness Under Stress						
18.) Other Not Listed:						
19.) Other Not Listed:						
	UNSAT *	NEEDS IMPROV *	AVG	G005	EX •	
	0	1	2	3	4	N/A
For Managers Supervisors Only	-	_	-	-	_	
20.) Management/Supervisory AbilitiesProfessionalism						
21.) Knowledge of Incident Command						
22.) Innovation—Considers Ways To Improve Dept.						
23.) Understanding and Knowledge of Budget						
24.) Knowledge of City Ordinances, Policies and Procedures						
25.) Knowledge and Application of Personnel Rules and Labor Agreements						
26.) Conducts Employee Evaluations on Schedule						
27.) Employee Evaluations are Fair and Objective						
28.) Assures Safety Training and Requirements are Met						
29.) Public Speaking and Presentations						
30.) Other Not Listed:						
31.) Other Not Listed:						

Note: Items that were marked as "Unsatisfactory," "Needs Improvement" or "Excellent" must be addressed in the following:

Accomplishments-Goals met:

Goals for next evaluation period:

Manager/Supervisor Comme	ents:	
Employee's Comments:		
(Employee Name)	(Position)	Date
(Supervisor Name)	(Position)	Date
Director's Signature	•	Date
Reviewed by:		
Human Resource Director		Date

*Note:

For Probationary Employees, a memo must accompany this evaluation form stating whether the employee has successfully completed their probationary period and are moving to regular status, recommended probationary extension or recommended termination.

For Regular Status Employees completing their annual evaluation period and receiving their annual increment, a Personnel Action Form (PAF) must accompany this evaluation form.