


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

APPROVED BY:



Tim Montgomery, City Manager

- 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:**
  - a. Article VII, §66-36 of the Personnel Rules states:
    - i. Upon initial appointment of an employee to a position, all regular 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.
    - ii. The appraisal period is a period during which the department director 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.
- iv. Any employee who has not successfully completed the appraisal period shall not be entitled to the rights of grievance or appeal of a disciplinary action as defined by these rules.
  - v. If it is the judgment of the department director or designee thereof 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.
  - vi. An employee shall not be subject to a probationary period except 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.
  - c. A performance evaluation form shall be completed by the immediate 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.
  - e. The performance evaluation form and memo for successful completion of 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.
  - g. Employees that successfully complete their probationary period and become part of the bargaining unit by December 31<sup>st</sup> 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

**Employee:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Regular Status Employee:**

**Probationary Employee:**

**Period of Evaluation:** \_\_\_\_\_ to \_\_\_\_\_

Employees are to be evaluated on the listed criteria as applicable. Items that are marked with an * indicate matters for further review and comment. Accomplishments, previous goal(s) achievements for the period of evaluation should be noted. Goals for the next period of evaluation must be included. Comments by both the employee and supervisor may be included as provided.	UNSATISFACTORY *	NEEDS IMPROVEMENT*	AVERAGE	GOOD	EXCELLENT *	N/A
	0	1	2	3	4	N/A
<b>For all employees (Including Managers Supervisors)</b>	-	-	-			
1.) Attendance and Reliability						
2.) Courtesy/Customer Service						
3.) Appropriate Dress And Equipment/PPE						
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)						
9.) Quantity of Work						
10.) Quality of Work						
11.) Initiative						
12.) Judgment						
13.) Ability To Work With Others						

14.) Ability To Accept Direction / Responsibility						
15.) Time Management/ Meeting Deadlines						
16.) Accepts Change						
17.) Effectiveness Under Stress						
18.) Other Not Listed:						
19.) Other Not Listed:						
	UNSAT *	NEEDS IMPROV *	AVG	GOOD	EX *	
	0	1	2	3	4	N/A
<b>For Managers Supervisors Only</b>	-	-	-	-	-	
20.) Management/Supervisory Abilities--Professionalism						
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 Comments:

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.***