

POLICY

It is the policy of the District that upon employment, promotion, demotion, or transfer of position, that employees will serve a performance trial period during which a fire officer will be assigned to the employee to examine the employee's work habits, skills, aptitudes, attitudes, and competence for successful job performance using appropriate appraisal techniques.

It is the policy of the District that all employees not covered by an employment contract are employed at-will and that all employees can be terminated at any time for any legal reason and bypass discipline policies, if necessary.

RESPONSIBILITY

It is the responsibility of the **District Manager** or **Fire Chief** to ensure, prior to completion of the trial period, that an employee's performance is examined during performance trial periods, using appropriate appraisal techniques, to determine whether the employee should continue employment in that position.

It is the responsibility of the **fire officers** to make sure an employee receives constructive performance feedback.

PRACTICES

1. Performance trial periods consist of at least six (6) months of continuous employment and will advance the number of days an employee is on leave.
2. Following a consultation with the Personnel Officer, a performance trial period may be extended a maximum of six (6) months if there is reason to believe that the employee may be able to develop the ability to perform satisfactorily and the employee receives performance feedback from the fire officer(s).
3. During the initial performance trial period, an employee is not eligible to use the grievance procedure or the due process hearing procedure, as described in the District Policies and Practices.
4. A promotion during an initial performance trial period will start a new initial performance trial period.

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REVISION HISTORY

Revision Date	Author	Revision Details
May 13, 2021	Monte Olsen	Initial version