

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

The Board of Public Works believes that all employees in the Department shall be evaluated at least twice during a probationary period when circumstances permit. There may be unusual occasions when an employee's performance or behavior requires termination on probation prior to receiving any evaluations. The Board recognizes the importance of the probationary period as the final step of the selection process and believes that it should be used wisely to select and retain the best employees for City service.

Probationary evaluation reports are intended to serve as written notices to the employees of areas where work is satisfactory and areas that need to be improved in order for them to become permanent employees in their new classification. These evaluations should apply constructive criticism in the interest of developing the employee. All probationary employees shall be given the opportunity to demonstrate their ability and shall receive guidance and training to assist them in being successful.

While Probationary evaluation reports are the ideal method to notify an employee regarding the probationary status, memos or electronic communication to the employee, outlining the employee's deficiencies may also serve as notification that the employee may not satisfactorily complete the probationary period. It is important that, whenever possible, the employee is made aware of deficiencies and the need for improvement prior to being terminated on probation.