

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

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

SUBJECT: TERMINATION OF PROBATIONARY EMPLOYEES

The Board of Public Works believes that the probationary period is the working test period, during which an employee is required to demonstrate fitness by the actual performance of the duties and responsibilities of the position. As such, Bureau management and the supervisor most familiar with the duties of the position held by the probationer should use the probationary period to closely evaluate whether the employee is meeting performance expectations.

The Board further believes in the value of adequate safeguards in the probationary evaluation system to ensure that the rights of employees are protected. It is expected that all supervisors will follow the established guidelines to ensure probationary employees have received training and been properly evaluated and counseled prior to any terminations taking effect. It is understood that there may be unusual occasions in which a probationary employee's performance or behavior require termination on probation prior to receiving any evaluations or counselings.