	<p>City of Albany Administrative Policy Recruitment & Selection Policy #: HR-RS-04-002 Title: Training and Probationary Periods</p>	<p>Human Resources</p>
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Purpose The purpose of training and probationary periods is to provide managers the opportunity to assess general working habits (punctuality, attendance, working relationships, etc.) and to evaluate the employee’s ability to meet performance standards during the first 12 or 18 months that an employee is in a position.

Policy **New Hire**
Regular, full-time and part-time status employees shall serve a new-hire training period during which they serve at the discretion of the City and may be dismissed with or without cause. Temporary status employees who are hired into a regular position shall serve a training period from date of hire in the regular position at will and may be discharged at any time. See definitions below for lengths of training periods.

Promotion
Regular, full-time and part-time status employees who are promoted shall serve a probationary period, with performance evaluations given in accordance with the City’s performance management policy. See definitions section below for lengths of probationary periods.


Reclassification
Regular, full-time and part-time status employees who are reclassified **do not** serve a probationary period.

Transfer
Regular, full-time and part-time status employees who are transferred may serve a probationary period at the discretion of the Department Director, the Human Resources Director, and the City Manager, with performance evaluations given in accordance with the City’s performance management policy. See definitions sections below for lengths of probationary periods.

Demotion
Regular, full-time and part-time status employees who are demoted with or without cause may serve a probationary period at the discretion of the Department Director, the Human Resources Director, and the City Manager, with performance evaluations given in accordance with the City’s performance management policy. See definitions sections below for lengths of probationary periods.

Recall to Different Classification or Workgroup/Division
Regular, full-time and part-time status employees who are recalled to a substantially different classification and/or to a different division or workgroup from which the employee was laid off may serve a probationary period at the discretion of the Department Director, the Human Resources Director, and the City Manager, with performance evaluations given in accordance with the City’s performance management policy. See definitions below for lengths of training periods.

Recall to Same or Similar Classification
Regular, full-time and part-time status employees who are recalled to their previously held classification or to a substantially similar classification within the same division or workgroup from which the employee was laid off **do not** serve a probationary period.

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Definitions

New-hire Training Period:

- Albany Police Association positions:
 - Lateral police officers and dispatchers = 12 months
 - All others = 18 months
- AFSCME Union, Locals 2909 and 2909-1 positions = 12 months
- Albany Fire Fighters, Local 845 positions = 12 months
- Nonbargaining positions = 12 months

Probationary Period:

- Albany Police Association positions = 12 months
- AFSCME Union, Locals 2909 and 2909-1 positions = 12 months*
- Albany Fire Fighters, Local 845 positions = 12 months
- Nonbargaining positions = 12 months*

**The City, in its judgement, may shorten the duration of a promotional probationary period for Nonbargaining employees. This action requires approval from the Human Resources Director.*

Lateral police officer – has completed at least 3 years of continuous service and is in good standing with their current/most recent police agency as a sworn police officer (responsible for 9-1-1 calls) for a recognized state, county, or city (municipal) entity.

Lateral police communications specialist (dispatcher) – has completed at least 3 years of continuous service and is in good standing with their current/most recent agency as a certified Oregon DPSST Telecommunicator or certified telecommunicator/ communications specialist handling emergency 9-1-1 calls in another state.

To be considered as a lateral police officer or lateral dispatcher, the applicant must apply through a lateral recruitment and/or be designated as a lateral hire on their formal offer letter in order to be eligible for a reduced training period.

References

Refer to specific Collective Bargaining Agreements

Refer to City of Albany Administrative Policy HR-ER-08, Performance Management, for the evaluation schedules for training and probationary period employees.

Review and Authorization

Supersedes: HR-RS-04-002; 8/5/2004	Created/Amended by/date: HR 8/9/2022	Effective Date: 8/9/2022
HR Director: <i>Signature on File</i>		City Manager: <i>Signature on File</i>



City of Albany
Administrative Policy
Recruitment & Selection
Policy #: HR-RS-04-002
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Human Resources

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes