

**RESOLUTION NUMBER R17-018**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, PROBATIONARY EMPLOYMENT PERIOD.**

**WHEREAS**, the City Council wishes to establish a Probationary Employment Period policy; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD**, that staff shall establish a Probationary Employment Period policy as follows; and further, all previous resolutions or statements of policy concerning the Probationary Employment Period hereby rescinded and superseded by this resolution. Updates will be as follows:

**Purpose**

Recognizing that employees are its most valued asset; the City of Safford strives to assist all employees to have a long successful career with the organization. The established employee probationary period is an evaluation period of the conduct and work performance of newly hired employees and employees changing positions within the organization. This period is used by management as an assessment tool to ensure the needs of both the employee and organization are being met.

**Probationary Period**

Probationary employees will serve a one (1) year probationary period, commencing on the position entry date. Newly hired Police Officer's probationary period will commence upon receipt of Certification by the Arizona Peace Officer Standards and Training Board. Employees on interim promotions will not be subject to a probationary period.

**Evaluation Cycle**

Supervisors will provide and review with probationary employees four (4) written performance reviews during their probationary year; three (3) months, six (6) months, nine (9) months and twelve (12) months. Once the final twelve (12) month performance review is issued and the employee's overall evaluation is deemed satisfactory, their performance will thereafter be evaluated annually with other non-probationary employees. The supervisor compiling and reviewing the probationary employee's performance shall be the individual who directly supervised the employee in the performance of the daily duties for the majority of the probationary year.

**Evaluation Criteria**

Probationary evaluations will be based on the employee's conduct and job performance. Supervisors shall maintain an open dialogue with the employee throughout the review process to provide direction, corrective action and support as necessary to assist in the employee's success during their probationary period.

**Rating**

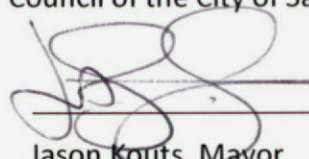
The probationary employee will be rated on a Proficient, Partially Proficient or Not Proficient scale for each section of review. If a Not Proficient entry is made, the supervisor must provide a written entry specifying the needed improvement and suggestions on corrective action.

If a probationary employee receives two (2) consecutive Not Proficient ratings on the same rated element, this is an indication of the employee's inability to correct the deficiency and Human Recourses should be advised.

**At Will Employment**

The City of Safford is an at-will employer, reserving all rights under this provision. The successful completion of a probationary period shall not alter the status of any employee who is classified as at-will by the City. At-will employees may be terminated by the City at any time, with or without notice or good cause.

**PASSED AND ADOPTED** by the City Council of the City of Safford, Graham County, Arizona this 14<sup>th</sup> day of August, 2017.



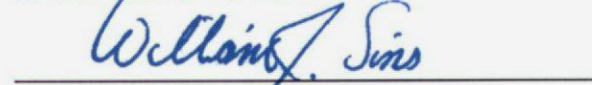
Jason Kouts, Mayor  
City of Safford

ATTEST:



Georgia Luster, MMC  
City Clerk

APPROVED AS TO FORM:

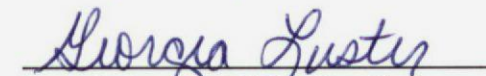
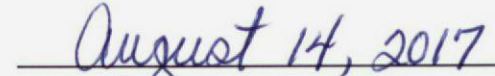


William J. Sims, III  
City Attorney

State of Arizona        )  
                                      ) ss  
County of Graham     )

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number R17-018 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held August 14, 2017, and that a quorum was present at the meeting.

  
Georgia Luster, MMC, City Clerk  
Date