

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> PROBATIONARY PERIOD	<u>Regulation No:</u> 2.6	<u>Effective Date:</u> July 1, 2018
	Supersedes: February 28, 2008; June 1, 2012	

I. PROBATIONARY PERIOD

A. NEW EMPLOYEES

1. All new, full and part-time, civilian employees are appointed to a probationary period of twelve (12) months, during which time their qualifications for becoming permanent employees are evaluated on the basis of effectiveness and adjustment to the position. Performance evaluations are completed at six and 12-months from the employee's hiring date.
2. New sworn law enforcement personnel who attend the Police Academy serve a probationary period of 12 months, effective from completion of their academy training.
3. Newly hired law enforcement personnel hired under the Town's lateral transfer program—i.e., who are currently certified by the Virginia Department of Criminal Justice Services—serve a probationary period of 12 months from the date of employment with the Town.
4. Upon satisfactory completion of the probationary period, permanent status will be granted retroactive to the initial date of employment. If, however, in the judgment of the supervisor, a probationary employee does not meet required performance expectations, the probationary employee may be given additional time to adjust through an extension of the probationary period not to exceed an additional six months, or may be separated from Town employment.

B. TRANSFERS; PROMOTIONS; DEMOTIONS

1. Transferred, promoted, or demoted employees are required to serve a probationary period of at least twelve (12) months. The probationary period is imposed for the purpose of evaluating the transferred, promoted, or demoted employee's suitability for the new position.
2. An employee who fails to satisfactorily complete this probationary period may be restored to his/her former position, if the former position is available and conditions warrant, or may be dismissed otherwise..

C. FAILURE TO COMPLETE PROBATION

1. At any time during the probationary period, the department head may recommend in writing to the Human Resources Director the removal of an employee if in his/her opinion the job performance indicates that the employee cannot perform the duties of the position with or without reasonable accommodation. Such recommendation of the department head and the reason therefor shall be in writing with a copy to the employee.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

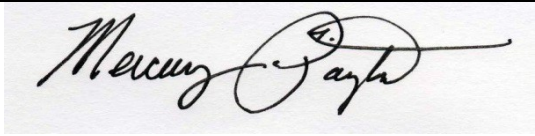
<u>Subject:</u> PROBATIONARY PERIOD	<u>Regulation No:</u> 2.6	<u>Effective Date:</u> July 1, 2018
	Supersedes: February 28, 2008; June 1, 2012	

2. No employee shall be removed from a position during his/her probationary period without the approval of the Department Head after consulting with the Human Resources Director. Employees on probation as a result of their initial appointments are employed at will and their employment may be terminated at any time.

3. The Town of Vienna will ensure that all employment decisions are made without regard to race, sex, sexual orientation, color, national origin, religion, age or disability.

II. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 30, 2018