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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C311** | |  |
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|  | Subject:  **Probationary Period** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **2** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
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1. **PURPOSE**

To complete the employee selection process by providing an orientation period on-the-job work experience, by which both the new employee and the District may evaluate the suitability of employment on a regular basis and to provide an opportunity for the District and a newly assigned or promoted employee to evaluate the suitability of a new position.

1. **SCOPE**

This policy applies to new employees of the District and to newly promoted employees.

1. **POLICY**

New employees or employees who are newly promoted shall serve an orientation period, as defined in the guidelines below. This period is used to determine whether the employment relationship should continue.

1. **GUIDELINES**
2. In some cases, newly hired suppression personnel may be placed in a training academy prior to the onset of their orientation period. Upon successful completion of the academy, the employee shall begin to serve the orientation period as defined below.
3. The orientation period for newly hired or promoted employees shall be twelve months for suppression and non-suppression personnel.
4. During the initial orientation period, the employee shall receive informal verbal performance evaluations from the supervisor on a quarterly basis, unless the supervisor is providing a formal written performance evaluation as set forth below.

Such evaluations shall be conducted according to the following schedule:

1. All new non-suppression employees shall receive a formal, written performance evaluation at the end of their orientation period. New suppression employees shall also receive a formal, written performance evaluation at the end of three months and at the end of the twelve month orientation period.
2. Newly promoted suppression employees shall receive an evaluation at the end of the twelve month orientation period.
3. Upon satisfactory completion of the orientation period, employees are then subject to the annual performance review process.
4. If, during the course of the initial orientation period, the supervisor determines that the employee is not suitable for the job, the employee may be informed that employment is being terminated. Any such decisions shall be approved by the Fire Chief and handled in accordance with the policy entitled “Termination of Employment.” Such action shall be defined as a release for unsuccessful completion of the orientation period and shall not be considered a dismissal for cause, nor shall it be subject to any rights of appeal.
5. If during the course of the promotional orientation period, it is determined that the employee’s performance is unacceptable, the employee may be returned to the position formerly held, if available, without a right to appeal.
6. Upon failure of any portion of the orientation period requirements, as determined by an employee’s supervisor and with the approval of the Fire Chief, an employee’s orientation period may be extended for a period of up to an additional six months for the purpose of further evaluation.

Successful completion of the orientation period in no way implies or guarantees employment with the District, nor does it affect the “at-will” status of employment with the District. The District maintains the right to terminate any employee within the orientation period or thereafter without needing to give cause or justification for the termination