



MASON COUNTY FIRE DISTRICT #4

TITLE: PROBATIONARY PERIOD

CHAPTER: 2000 NUMBER: 2310 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

All newly hired employees or employees promoted to a new classification enter a trial period that is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.

The normal trial period is six (6) months from the employee's date of hire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

An employee's trial period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The trial period will not be shortened for any reason.

Trial employees accrue and may use sick leave. Vacation leave does not vest or become available for use by new employees until after the trial period is completed.

During the trial period, the employee may be terminated at any time without cause and without the right of appeal.

When the Fire Chief determines an employee has satisfactorily completed the trial period, the Fire Chief shall prepare a written performance evaluation, which will be reviewed by the Chair of the Board of Fire Commissioners or his/her designee. When the Fire Chief, the Board of Commissioners shall evaluate. If the trial period is satisfactorily completed, the employee may be certified to regular employment status.