

	<p>City of Albany Human Resources Policy Policy #: HR-RS-04-001 Title: Training & Probationary Periods</p>	Recruitment & Selection
---	--	---

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 an employee is in a position.

Policy **New Hire**
Regular status employees, full-time and part-time, serve a 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 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 may serve a probationary period at the discretion of the Department Director, the Human Resources Director, and the City Manager. See definitions 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 status, full-time and part-time employees who are transferred may serve a probationary period at the discretion of the Department Director, the Human Resources Director, and the City Manager.

Demotion
Regular status, full-time and part-time 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.

See Human Resources Policy, Performance Management, for the evaluation schedules for training and probationary period employees.

- Definitions**
- Training Period:**
- Albany Police Association Members = 18 months
 - AFSCME Union, Local 2909 Members = 12 months
 - Albany Fire Fighters, Local 845 Members = 12 months
 - Nonbargaining Members = 12 months
- Probationary Period:**
- Albany Police Association Members = 12 months
 - AFSCME Union, Local 2909 Members = 12 months
 - Albany Fire Fighters, Local 845 Members = 12 months
 - Nonbargaining Members = 12 months

	City of Albany Human Resources Policy Policy #: HR-RS-04-001 Title: Training & Probationary Periods	Recruitment & Selection
---	---	--

References Refer to specific Collective Bargaining Agreements
 Human Resources Policy, Performance Management

Review and Authorization

Supersedes: ERP No. 1.4; 6/01/1992	Created/Amended by/date: MH: 8/5/2004	Effective Date: 11/1/2004
HR Director:		City Manager:

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