

**RESOLUTION NO. R2020-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING SECTION 4.02 TRAINING AND EVALUATION PERIOD OF THE PERSONNEL POLICY MANUAL BY UPDATING AND CLARIFYING POLICY REQUIREMENTS.**

**Whereas**, the City Council believes its personnel policies should reflect the needs of the City and meet all applicable state and federal labor laws; and

**Whereas**, it is necessary to update, revise, and clarify language in the City of Burnet Personnel Policies consistent with laws, regulations, and industry standard practices; and

**Whereas**, the City of Burnet has previously adopted Ordinance No. 2009-31, Personnel Policy Manual on December 8, 2009; and

**Whereas**, the Personnel Policy Manual was last revised on April 28, 2020; and

**Whereas**, the City Council believes it is in the best interest of the City and its employees to make additional amendments to said Personnel Policy Manual; and

**Whereas**, The City Council has reviewed the proposed amendments to the Personnel Policy Manual and has determined the need to update and clarify those sections.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT:**

**Section 1.** The City Council hereby accepts and adopts the amendment to the Personnel Policy to include sections 4.02 Training and Evaluation Period as attached hereto as Exhibit "A" with an effective date of May 26, 2020.

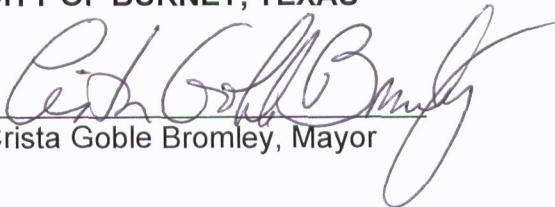
**Section 2.** The findings and recitations set out herein above are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 3.** If any provision of this resolution or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

**Section 4.** That it is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

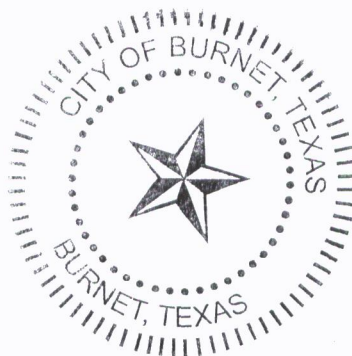
PASSED AND APPROVED on this 26<sup>th</sup> day of May 2020.

CITY OF BURNET, TEXAS

  
Crista Goble Bromley, Mayor

ATTEST:

  
Kelly Dix, City Secretary



## Exhibit A

### Proposed Policy

#### **4.02 TRAINING AND EVALUATION PERIOD (Revised 5-26-2020 Resolution 2020-17)**

All new employees hired to fill regular full-time or part-time positions must satisfactorily complete an initial training and evaluation period of 6 months.

The training and evaluation period assists the City in maintaining an effective, productive, and efficient workforce to provide quality services to the citizens. Employees are considered in the training and evaluation period until they have performed their regular job duties for a period of 6 months.

Each employee serving in the training and evaluation period is responsible for knowing, understanding, and meeting the expectations and standards for the position. In addition, each employee is also responsible for performing the job in a safe, productive, and effective manner within the instructions and established standards for the position. Furthermore, employees are expected to maintain acceptable standards of conduct in their employment. During the training and evaluation period, it is the responsibility of the employee to correct any deficiencies or inadequacies in job performance, or conduct.

**Seasonal/Temporary Employees.** Seasonal and temporary full and part-time employees do not serve a training and evaluation period.

#### **Change in Assignment of Employee Serving in the Training and Evaluation Period.**

Employees serving in the training and evaluation period may not request or make application for reassignment or voluntary transfer during this period without approval from the Department Director and written approval from the City Manager. If the reassignment or transfer is approved, the employee will serve a training and evaluation period of 6 months in the new position beginning with the date of the position change.

**Absences During the Training and Evaluation Period.** During the training and evaluation period, a new benefit eligible employee is not eligible to use sick leave for the first three months of qualifying absences due to illness or injury. Compensatory time off, flex time or recognized holidays during the training and evaluation period may be used as approved per established City policy or practice. Transferred or promoted employees serving in the training and evaluation period retain eligibility for all types of leave established by City policy.

**Employee Coaching During the Training and Evaluation Period.** Two documented coaching's of new employees, including new internal hires, will be performed during the 6-month training and evaluation period, normally at 3 and 6 months

**Extensions to the Training and Evaluation Period.** The training and evaluation period may be extended under the following circumstances:

At the end of the 6 month initial period, the training and evaluation period may be extended for up to an additional 3 months when an employee's performance has been marginal due to extenuating circumstances, additional training is warranted, or an employee's absence from work for an extended period of time did not permit an opportunity for adequate assessment of performance. The decision to extend or not to extend the training and evaluation period may not be appealed. If an extension is granted, the employee will be advised in writing and given the date on which the extended training and evaluation period will be completed. Such extensions will be at the sole discretion of the Department Director and the Director of Human Resources.

The training and evaluation period may be extended for time spent on an approved Leave of Absence including leaves of absences due to injury or illness or approved Military Leave. The approved extension will normally equal the length of time away from work.

**Successful Completion of the Training and Evaluation Period "Regular" Status Granted.** An employee is granted "regular" status in the new position if the employee satisfactorily completes the training and evaluation period.

**Failure of Training and Evaluation Period.** An employee is considered to have failed the training and evaluation period when it is determined that the employee's job performance, quality or quantity of work, attendance, or combination thereof, does not meet minimum job performance standards and expectations for the position. Failure of the training and evaluation period may occur at any time within the period. An employee who does not successfully complete the training and evaluation period will normally be terminated from the City's employment.

If desirable and feasible, the employee may be administratively transferred to a more suitable position if approved by the affected Department Director(s) and the City Manager. A transferred or promoted employee who fails the training and evaluation period may, at the sole discretion of the City, be reinstated to the former position provided there is a vacancy and if approved by the affected Department Director(s) and the City Manager.

Department Directors are responsible for ensuring the thorough written documentation of all cases of failure of the training and evaluation period, including documentation of performance, counseling, training, and other efforts to help employees during this period. All such documentation must be reviewed by the Director of Human Resources and approved by the City Manager before an employee serving in the orientation period can be terminated.

**At-Will Employment.** Employees have no guarantee of employment either during or after the training and evaluation period. All employees of the City including those serving in the initial orientation period are at-will employees and may be terminated at any time during the orientation period, with or without notice or cause.