

RESOLUTION NUMBER 13-15

A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTION 3020 – PROBATIONARY EMPLOYMENT PERIOD, OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the City Council from time to time reviews, amends and adopts personnel policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements regarding City operations and City employees; and

WHEREAS, the City Council has reviewed Section 3020 and has determined a need to amend the Probationary Employment Period provisions in the Personnel Policies and Procedures Manual; and

WHEREAS, the City Council finds the amendment of this policy is in the best interest of Draper City and the employees of Draper City.

NOW, THEREFORE, be it resolved by the City Council of Draper City, State of Utah as follows:

**Section 1. Amendment.** The Draper City Council hereby amends Section 3020 of the Personnel Policies and Procedures Manual to read as attached hereto as Exhibit “A.”

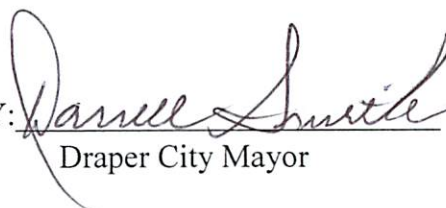
**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This resolution shall become effective immediately upon passage by the City Council.

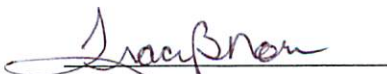
PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 5<sup>th</sup> DAY OF MARCH, 2013.



DRAPER CITY

BY:   
Draper City Mayor

ATTEST:

  
Draper City Recorder

RESOLUTION NO. 12345

WHEREAS, the City of Draper has received a request from the Utah State Office of Consumer Protection regarding the proposed sale of certain goods and services within the City of Draper;

AND WHEREAS, the City of Draper has a duty to protect the health, safety, and general welfare of its citizens, and to ensure that all transactions within the City are conducted in a fair and equitable manner;

AND WHEREAS, the City of Draper has a duty to ensure that all transactions within the City are conducted in a fair and equitable manner, and to protect the interests of its citizens;

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BY THE CITY CLERK:



APPROVED AND PASSED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF DRAPER, UTAH, HELD AND CONVENED AT THE CITY CLERK'S OFFICE, ON THIS 12TH DAY OF APRIL, 2024.

# EXHIBIT "A"

## Section 3020 - PROBATIONARY EMPLOYMENT PERIOD

### General Policy Statement:

All employees, ~~both full and part time,~~ hired into a full-time position are required to complete a Probationary Employment Period. ~~The first 180 calendar days of employment after hire or change of status are considered to be the "Probationary Employment Period."~~ During this period, ~~of time, the~~ an employee's potential for successful performance will be closely examined. It is expected that ~~the probationary~~ employees will also evaluate the City and ~~their employment~~ position in terms of ~~his or her~~ their own personal needs. ~~Employees are considered at-will and~~ During the Probationary Employment Period ~~employees are considered at-will and may be terminated with or without cause. during such time.~~

### Change of Status Defined

~~A change of status is defined as when an employee assumes a new job position requiring new job qualifications and/or job skills unrelated to his/her current job. Status change is not defined to include a move in a career ladder position (for example, moving from a Building Inspector I to a Building Inspector II) or involuntary job restructurings or reclassifications.~~

### Guidelines Policy:

1. Probationary Employment. All full-time employees hired by the City shall be required to successfully complete a Probationary Employment Period in accordance with this section.
  - A) All full-time employees, except for sworn police officers, immediately upon hire shall complete a six-month Probationary Employment Period.
  - B) All full-time sworn police officers immediately upon hire shall complete a 12-month Probationary Employment Period.
2. Promotions – New Position. When current employees are promoted or assume a new position requiring new job qualifications or job skills, they shall complete an additional Probationary Employment Period. Promotion or new position does not include a move in a career ladder position (for example, moving from a Building Inspector I to a Building Inspector II) or involuntary job restructurings, reclassifications, or transfer within the same Department with similar job duties.
- 2 3. Expectations for Competency. By the end of the Probationary Employment Period, ~~a new, transferred, or promoted an~~ employee ~~will generally be~~ is expected to be performing at an acceptable level of performance in ~~his or her~~ their position.
  - A) Supervisor's Guidance. During the Probationary Employment Period, the employee's supervisor should provide close supervision, necessary training and guidance, and should keep the employee informed of progress being made.
  - B) Formal Performance Appraisal. At the end of 90 days and again at the successful completion of the Probationary Employment Period, a formal, written performance appraisal ~~should~~ shall be completed and discussed with the employee. The appraisal should include:
    - (i) ~~D~~discussion of the employee's strengths and weaknesses; and
    - (ii) ~~T~~he supervisor's assessment of the employee's potential and whether ~~he/she~~ the employee should be retained.
- 3 4. Probationary Employment Completion. Upon completion of the Probationary Employment Period, recommendation of the Department Head, and approval of the City Manager, an employee will become a full-time ~~or part-time~~ employee in the position for which he or she is serving. The Department Head shall notify the employee of the new status and document the event with a Personnel Action Form.
- 4 5. Written Notice of Extension. Upon the recommendation of the supervisor and approval of Department Head and the City Manager, the Probationary Employment Period may be extended when the original period is not adequate for the satisfactory assessment of an employee's performance. In such event, the employee will receive written notification of the reason for and length of the extension.

## EXHIBIT "A"

- ~~5. Benefits. New employees are eligible for benefits as detailed in the applicable sections of this manual and specific plan documents.~~
6. Termination of **New Hires**. Probationary Employees. All terminations of probationary employees shall be reviewed by the Human Resources Director and must have the prior approval of the City Manager.



# Draper City Police Department

## Policy Manual

### *Evaluation of Employees*

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#### **1002.4 FULL-TIME PROBATIONARY PERSONNEL**

Civilian personnel are on probation for six months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel are on probation for 12 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

#### **1002.5 FULL-TIME PERMANENT STATUS PERSONNEL**

Permanent employees are subject to three types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor in accordance with Draper City Rules and Regulations.

**Transfer** - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

**Special** - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard, and when follow-up action is planned (action plan, remedial training, retraining). The Performance Evaluation Form and the attached documentation shall be submitted as one package.

##### **1002.5.1 RATINGS**

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

**Outstanding** - Is actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

**Exceeds Standards** - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

**Meets Standards** - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

**Needs Improvement** - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A Needs Improvement rating must be thoroughly discussed with the employee.

**Unsatisfactory** - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and to make suggestions for improvement. Any rating under any job dimension marked unsatisfactory or outstanding shall be substantiated in the Rater Comments section.