

Article V. Recruitment and Employment

In unusual cases, for specific reasons approved by the town manager, the probationary period may be extended for a maximum of an additional six (6) months. In such cases, the employee must be notified of the purpose of the extension, the conditions and performance expectations, and the length of time of the extension.

Before the completion of the probationary period, the department head shall indicate in writing to the town manager:

- A. That he has discussed the new employee's progress, accomplishments, strengths, failures, and weaknesses with the new employee, and
- B. whether the new employee is performing satisfactory work,
- C. whether the employee should have the probation extended,
- D. whether the employee should be retained in the present position, transferred, demoted or discharged.

The town manager shall be bound by these same requirements in evaluating department heads.

Probationary employees will receive a 5% salary increase, not to exceed the mid-point of their pay range, upon six months of satisfactory service.

Section 11. Promotion

- A. Candidates for promotion shall be chosen on the basis of existing or anticipated job openings, on their qualifications and on their work records. Performance appraisals and work records of all personnel shall be carefully examined when openings for positions in higher classifications occur.
- B. Vacancies in positions shall be filled as far as practicable by the promotion of employees in the service of the Town, subject to the limitations of Article V, Section 3.
- C. When a vacancy occurs, the supervisor in whose department the vacancy occurs shall review all applications referred by the human resources director, including those from current Town employees wishing to be promoted into the position. If a current Town employee is chosen for promotion, the supervisor shall forward the employee's name to the town manager with recommendations for classification and salary and the reasons for selecting the employee over other applicants. After receiving the supervisor's comments, the town manager shall make an appointment if appropriate and determine the starting salary.
- D. An employee that is promoted will fall under the promotional period as described in Article II, Section 3S.

~~D-E.~~ The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the

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position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs.

Section 12. Demotion

Any employee whose work in his or her present position is unsatisfactory or whose personal conduct is unsatisfactory may be demoted provided the employee shows promise of becoming a satisfactory employee in another position. Such a demotion shall be preceded by the warning procedures outlined in Article VIII, Section 2A or 2B of this policy, whichever is applicable.

Representative causes for demotion because of failure in performance of duties and failure in personal conduct are listed in Article VIII, Sections 2A and 2B of this policy. If the demotion is for failure in performance of duties or failure in personal conduct, the employee shall be provided with written notice citing the recommended effective date and reasons for demotion and appeal rights available to the employee.

An employee who wishes to accept a position with less complex duties and responsibility may be demoted for reasons other than failure in performance of duties or failure in personal conduct. Employees voluntarily demoted will be paid as outlined in Article IV, Section 6B.

Section 13. Transfer

If a vacancy occurs and an employee in another department is eligible for a transfer, the employee should make the request in writing to the receiving department head (or in the case of department heads, to the Manager). If selected, the department head wishing to hire the employee shall request the transfer, subject to the approval of the town manager.

An employee who has successfully completed a probationary period may be transferred to the same or similar class in a different department without serving another probationary period.

Section 14. Reinstatement

An employee who resigns while in good standing or who is dismissed because of a reduction in force may be reinstated within one calendar year of the date of separation, with the approval of the town manager. This employee will be credited with all previously accrued benefits, excluding longevity, and any additional benefits that have not been paid to them. The longevity benefit will remain in regards to years of service but upon the employees return will be prorated for the months the employee was absent. The salary offered to a reinstated employee shall be as close as reasonably possible to their previous salary, within their previous salary range for the class of work, plus any across the board pay increases.