

**TOWN OF MANCHESTER, CONNECTICUT
PROBATIONARY PERFORMANCE REPORT**

To: _____ Date: _____
From: Human Resources Department

The probationary period is an important part of the selection process during which you have the opportunity to observe and evaluate the employee's performance prior to approving regular employee status. Your recommendation, based on your evaluation, must be forwarded to the Human Resources Department. It will then be sent to the Director of Administrative Services for approval prior to becoming effective.

Please complete and return to the Human Resources Department for processing by: _____

Employee's Name: _____ Dept.: _____

Job Title: _____ Union: _____

Date of Hire/Promotion/Transfer: _____ Date Probationary Period Ends: _____

Did employee receive copy of job description? /___/ Yes /___/ No

Have you discussed the employee's job description & work performance with him/her? /___/ Yes /___/ No

When was the first time? _____ When was the last time? _____

Has employee's work been satisfactory throughout probation? /___/ Yes /___/ No

Comments: _____

If not, has it improved sufficiently since the last time you spoke to employee about it? /___/ Yes /___/ No

Comments: _____

CHECK ONE: /___/ Recommend for regular status

/___/ Recommend extending Probationary Period to:
(See Reverse Side for Employee Notification Requirement)

/___/ Recommend terminating employee (Must meet with Human Resources
Department prior to end of probation period.)

Comments: _____

Division Head Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

=====
/___/ Department Recommendation Approved /___/ Department Recommendation Disapproved

Director of Administrative Services Signature: _____ Date: _____

**PROBATION PROCESS
Summary of Requirements**

<u>Union</u>	<u>Probation (New Hire)</u>	<u>Probation (Promo/Transfer)</u>	<u>Extension</u>	<u>Notice Required To Extend</u>
LOCAL 991	90 <u>Working</u> Days	90 <u>Working</u> Days	30 <u>Working</u> Days	10 <u>Working</u> Days
MEU	180 Days	180 Days	90 Days	10 <u>Working</u> Days in writing
Dispatchers	18 months	18 months	90 Days	10 <u>Working</u> Days in writing
Pol Svc Aide	18 months	18 months	90 Days	10 <u>Working</u> Days in writing
POLICE*	1 Yr in addition to time spent at academy and in dept FTO program.	1 Year	6 Months 10 Days - Extension	5 Days-OrigProb.
(*includes current Town employees promoted into Police Union)				
FIRE (Union)	1 Year	1 Year (Eff. 1/17/99)	3 Months	10 Days
(Requires Evaluation after 6 Months; Recommendation must be made to General Manager 1 Month Prior to End of Probation)				
FIRE (Unaffil.)	1 Year	1 Year	3 Months	1 Month
RESIDUAL	6 Months	6 Months	6 Months	10 Days prior – in writing
(Contract requires Recommendation must be made to General Manager 1 Month Prior to End of Probation)				
SUPERVISORY	6 Months	6 Months	6 Months	10 Days prior – in writing
(Contract requires Recommendation must be made to General Manager 1 Month Prior to End of Probation)				
LIBRARY	180 Days	90 Days	60 Days (New) 30 Days (Promo)	10 <u>Working</u> Days
UNAFFILIATED (Eff. 1/1/96)	1 Year	1 Year	3 Months	1 Month
PART-TIME	6 Months	6 Months	30 Days	10 Days
(Overview requires that recommendation must be made to General Manager 1 Month Prior to End of Probation)				

NOTE: All contracts and rules state that probationary periods can be adjusted to compensate for any breaks in service; any break in service of two (2) months or more is cause to restart probationary period when employee returns to work.