

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Adoption of a resolution approving a policy on new employee introductory periods.

Recommended Motion

I move to adopt a resolution approving a policy on new employee introductory periods.

Background

We are currently in the process of hiring two new employees, and have discovered that the Board has never adopted a policy establishing an introductory, or “probationary” period for new employees. Introductory periods are of critical importance for new public employees, to all the District to determine the suitability of the employee, and the employee to determine their ability to perform and interest in the position.

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Introductory Period**

POLICY NUMBER: (To be determined)

ADOPTED:

AMENDED:

- A. Requirement:** All full-time and part-time employees are “at will” employees until satisfactory completion of an introductory period. An introductory period is regarded as part of the examination process and provides the employee’s supervisor and the General Manager the opportunity to observe and evaluate an employee’s competence and ability to perform assigned duties.
- B. Length of Introductory Period:** A new and/or returning employee shall be regarded as an introductory employee for the first 365 calendar days of employment. The introductory period can be extended for a specified period of time, not to exceed an additional six months, if the employee’s supervisor (with the concurrence of the General manager) reasonably determines that an additional period of time is needed to assess performance and evaluate whether the employee is a good fit. A leave of absence for more than 30 days (for any reason) will extend the introductory period for the equivalent number of days.
- C. Termination During Introductory Period:** Introductory employees serve entirely at the will and pleasure of the General Manager and may be terminated by the General Manager without cause and without right of appeal or hearing at any time.
- D. Completion of Introductory Period:** Upon satisfactory completion of the introductory period, the employee’s supervisor/manager must complete a Personnel Action Form, signed by the General Manager, confirming the satisfactory completion of the introductory period. An employee does not automatically successfully complete the introductory period simply by remaining employed for 365 days. Once a Personnel Action Form is completed and signed, then the employee will become a “regular employee.”

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING AN
INTRODUCTORY PERIOD POLICY**

WHEREAS, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District Board of Directors has directed District management to propose the adoption of policies and to develop procedures that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

WHEREAS, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

WHEREAS, the District Board of Directors provide the General Manager with a fixed time line for an introductory period for new employees of the district; and

WHEREAS, an Introductory Period Policy has been developed and attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Introductory Period Policy Dated November 21, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on November 21, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-__ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on November 21, 2017.

DATED: _____.
