



# TACOMA HOUSING AUTHORITY

<b>Policy No.</b>	HR-01.15
<b>Policy</b>	Probation for Newly Hired or Transferred Staff
<b>Date</b>	May 26, 2009

## 1. Purpose

To establish a probation period for newly hired staff or staff transferred into a new position for the purpose of allowing THA to evaluate their ability to perform the job before considering them to be regular employees.

## 2. Sources for Policy

THA's collective bargaining agreement provides for probationary periods. This policy implements those provisions. For non-bargaining unit staff, this policy exercises THA's inherent authority as an employer.

## 3. Scope of Policy

This policy applies to all staff except the Executive Director.

## 4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Human Resources Dept.</i>	<ul style="list-style-type: none"> <li>▶ monitor all probationary periods;</li> <li>▶ track supervisor's completion of the probationary performance reviews set forth in <i>THA Policy HR-15.15 Performance Evaluations and Job Objectives</i>;</li> <li>▶ track the completion of the probation</li> <li>▶ record status in personnel records.</li> </ul>
<i>All supervisors</i>	<ul style="list-style-type: none"> <li>▶ conduct all probationary performance reviews set forth in <i>THA Policy HR-15.15 Performance Evaluation and Job Objectives</i>;</li> <li>▶ make good use of the probationary period to test the staff person's ability to perform adequately and to make good judgments about his or her ability.</li> </ul>
<i>All probationary staff</i>	<ul style="list-style-type: none"> <li>▶ participate in the probationary performance evaluations in a constructive manner;</li> <li>▶ communicate with their supervisors during the probationary period with questions or concerns about the job that will help make the probationary period a good test of their abilities.</li> </ul>

<b>5. Definitions</b>	
<i>Newly Hired Employee</i>	A person newly hired into a THA position. This includes former staff who have been rehired.
<i>Transferred Employee</i>	A THA staff transferred to a new or different position, including promotions. This does not include transfers to the same position in another department or division.

<b>6. Forms Associated with this Policy</b>	
<i>None</i>	

<b>7. Policy</b>
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7.1 The probationary period following a new hire or transfer is part of the hiring process. It is a time for THA to assess whether the staff person has the ability to fulfill the position’s responsibilities up to THA’s expectations. For that purpose, it is the occasion for a probationary performance evaluation. *See THA Policy HR-15.15 Performance Evaluation and Job Objectives.* In this way, probation and the performance evaluation is a continuation of the evaluation of the staff person that began with the hiring and/or transfer process.

7.2 The following probationary period, with the noted effects, will apply:

	<b>Non-Union Positions</b>	<b>Union Positions</b>
<i>Duration of Probation</i>	The probation period lasts until the Department Director, or his or her designee, confirms in writing that the employee has either successfully completed probation or has been terminated. This shall normally be within 120 days after the hire date or the date that a Transferred Employee starts at a new position. This means that the probation period shall continue even if the supervisor is late with the written probation evaluation and decision.	When a probationary period is covered by a collective bargaining agreement, the probationary period and the Department Director are bound to that contract.
<i>Terms During Probation</i>	All staff in non-bargaining unit positions are “at will” employees. This remains the case during and after a probationary period. This means that THA may terminate such staff without cause at any time. <i>See THA Policy HR-10.01 Employment at Will</i>	

	<b>Non-Union Positions</b>	<b>Union Positions</b>
	Staff on probation following a new hire shall not accrue annual leave or sick leave. If they successfully complete probation, their annual leave and sick leave shall be credited retroactively back to the date of hire.	The probationary policy for union employees is established by the current collective bargaining agreement.
	Staff on probation following a new hire who do not successfully complete probation, shall not receive two weeks notice or two weeks severance pay that normally accompanies termination.	The probationary policy for union employees is established by the current collective bargaining agreement.