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## PROBATIONARY PERIOD

### I. INTRODUCTION

Regular employees not in a position designated at-will serve a probationary period beginning their first day of regular employment. The typical probationary period lasts six months; however, firefighters serve a one-year probationary period and the probationary period for new Boise police officers ends either six months after the officer's completion of the field training program, or one year from date of hire, whichever is later.

This regulation applies to regular employees not in a position designated as "at-will."

### II. SUCCESSFUL COMPLETION OF PROBATION

At the conclusion of a successful probationary period, the supervisor shall prepare a letter to the employee communicating the following:

- A. Needs of the position currently being satisfied by the employee;
- B. Needs of the position that would benefit from continued growth; and
- C. Other position related expectations.

A copy of the letter shall be sent to human resources for inclusion in the employee's personnel file.

### III. PAY INCREASE

At the conclusion of an employee's probationary period, a small pay increase may be permissible, but is **not** guaranteed. Considerations include the degree in which the employee is meeting the needs of the position, internal equity, and funding. Supervisors can refer to the city's compensation administration regulation for further information.

Prior to communicating an increase to the employee and/or submitting a personnel action form (PAF) to initiate the increase, supervisors shall confirm with human resources the increase will not compromise internal equity.

#### IV. PROBATION EXTENSION

Except for new firefighters and police officers, the duration of an employee's probationary period can be extended up to three months. If the probationary period is extended, the supervisor shall prepare a letter communicating the following:

- A. Specific needs of the position currently being satisfied;
- B. Specific needs of the position not being satisfied; and
- C. Other position related expectations.

The supervisor shall then meet with the employee in person to inform them of the extension, discuss the content of the letter and answer any questions the employee may have. A personnel action form (PAF) documenting the probation extension shall be submitted to human resources along with a copy of the letter for inclusion in the employee's personnel file.

#### V. PROMOTIONS AND TRANSFERS DURING PROBATION

Employees serving in regular positions who promote or transfer into another regular position, other than a police officer, firefighter or an at-will position, are not required to serve a new probationary period.

The probationary period for employees who transfer into a regular position from a temporary or limited duration position, begins on their first day of employment in the regular position.

#### VI. TERMINATION

During the probationary period, employees serve at-will. This means the employment relationship may be terminated by either party at any time, with or without notice, cause or due process.

Terminations during or at the conclusion of an employee's probationary period shall be communicated to the employee in writing and a copy of the written notice sent to human resources along with a personnel action form (PAF). Supervisors are expected to send the termination letter to human resources for review prior to presenting it to the employee.