



## EXHIBIT 5

### Policy 300-23: Probationary Period

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#### PURPOSE OF POLICY

The purpose of the probationary period for new permanent full-time and permanent part-time employees of the City of Raleigh is to serve as an extension of the selection process. It provides time for new employees to demonstrate that they can satisfactorily meet performance expectations and competently perform the essential job functions. The probationary period is also used to evaluate a current employee's capability in a new position or role, or as a form of disciplinary action (referred to as Other Probation).

#### DEFINITIONS

**Initial Probationary Period** – The time period provided to evaluate a new employee hired into a permanent full-time or permanent part-time position on their suitability for continued employment. A new employee hired into a permanent full-time or part-time position is expected to perform the essential functions of the position and successfully meet all conduct and performance expectations by the end of the initial probationary period. A new employee will not

be considered a permanent employee until the successful completion of their initial probationary period, to include any approved extensions.

**Other Probationary Period** – The time period provided to a permanent full-time or permanent part-time employee to demonstrate that they can perform the essential functions of the new position to which they have been promoted or transferred or the time period to improve a performance or conduct issue.

## **POLICY**

It is the policy of the City that external candidates who are hired into permanent full-time and permanent part-time positions with the City must serve a probationary period. It is the policy of the City that current employees may be placed in probationary status as outlined in this policy.

### **1.0 Initial Probationary Period**

#### 1.1 Length of Initial Probationary Period

1.1.1 External candidates hired into all permanent full-time and permanent part-time positions serve a probationary period as follows:

- 1.1.1..1 Law Enforcement Personnel – 12 months from date of employment, or until successful completion of field training, whichever is longer
- 1.1.1..2 Firefighters – Six (6) months from date of graduation from Fire Recruit Academy
- 1.1.1..3 Emergency Communications Center Telecommunicators/Call Takers – 12 months from date of employment
- 1.1.1..4 All Other Permanent Full-Time and Part-Time Employees– Six (6) months from date of employment

#### 1.2 Discipline

- 1.2.1 Any disciplinary action served on an employee during the initial probationary period is not subject to the progressive discipline requirements outlined in City Policy 300-14 Disciplinary Action, Suspension, and Dismissal.
- 1.2.2 Employees serving an initial probationary period are subject to immediate termination for conduct or performance issues at any time during their probation.

#### 1.3 Assessment

At the end of the initial probationary period, the supervisor will evaluate and determine if the employee should be retained by the City. This decision will be made by evaluating the following criteria:

- 1.3.1..1 The skills, competencies, and knowledge of the employee in the position
- 1.3.1..2 The employee's progress on given assignments
- 1.3.1..3 The employee's reflection of the City's values

1.3.1..4 The employee's behavior, conduct, relations, and collaboration with subordinates, supervisors, and peers

#### 1.4 Appeals and Grievances

1.4.1 Employees serving the initial probationary period are not covered by the appeal provisions of the Raleigh Civil Service Act. All employees may file grievances and appeals in accordance with Policy 300-18, Policy 100-20, Discrimination and Harassment Prevention, and Policy 100-60, Workplace Violence Prevention Policy.

#### 1.5 Raleigh Civil Service Act

1.5.1 After completion of the initial probationary period, permanent full-time employees are covered by the Raleigh Civil Service Act unless their position is exempt from the Civil Service Act. Permanent full-time employees, whose positions are covered by the Civil Service Act, are entitled to the rights of permanent full-time employees provided by the Raleigh Civil Service Act, regardless of any other probationary periods the employee may be placed on in the future.

### 2.0 Other Probationary Periods

2.1 Permanent full-time or permanent part-time employees who have completed their initial probationary period may be placed in a probationary status when promoted or transferred to a new position for a period of up to three (3) months. This type of action serves as a notice to the employee that a period of performance evaluation is in effect. The purpose of the other probationary period is to evaluate the employee's ability to adapt successfully to the new position. The supervisor will evaluate the employee based on the criteria listed under Section 1.3 of this policy.

2.2 Disciplinary action – to serve as a warning to the employee.

2.3 Failure to meet expectations during the other probationary period may lead to disciplinary action up to and including termination in accordance with Policy 300-14, Disciplinary Action, Suspension, and Dismissal.

### 3.0 Extension of a Probationary Period

3.1 If a supervisor, after reviewing an employee's performance, determines that the probationary period is not sufficient to fully evaluate the employee's performance, the supervisor may extend any probationary period by up to three (3) additional months, with the consultation and approval of both the Human Resources Director and Department Director.

## INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All City of Raleigh Employees

**RESPONSIBILITIES**

**Employees** – The employee will work closely with their supervisor during the probationary period, actively participate in any required training, and ask questions or seek assistance if they are having difficulty meeting the expectations of the position.

**Supervisors** – During an employee’s initial or other probationary period, clearly communicate expectations, evaluate performance and behavior, and provide feedback and coaching to the employee. Supervisors are required to provide written notice to the employee if electing to extend the employee’s probationary period. Additionally, determine whether probationary periods should last beyond the initial probationary in consultation with Human Resources.

**Human Resources Department** – Assist supervisors with coaching and evaluation, as needed.

**REFERENCES, RELATED DOCUMENTS, FORMS AND TOOLS**

- 100-20 – Discrimination and Harassment Prevention
- 300-01A – Human Resources Program Policy Definitions
- 300-14 – Disciplinary Action, Suspension and Dismissal (for Other Probationary Periods only)
- 300-18 – Appeal Process – Administration of Grievances
- Raleigh Civil Service Act

**WEBSITE ADDRESS FOR THIS POLICY**

<https://corecon.raleighnc.gov/administrative-policiesand-regulations> or  
<http://www.raleighnc.gov/>

**HISTORY AND UPDATES**

Date	Revision	Change	Reference Section
09/30/2017	300-23 Version 1	Various	Various
6/10/2025	300-23 Version 2	Various	Various

**APPENDIX**

There are no appendices to this policy.

LEGAL NOTICES

Nothing in this procedure shall alter an employee's at-will status of employment with the City.

This procedure shall not create liability on the part of the City or any officer or employee thereof for any personal injury or property damage that may result from reliance upon this procedure or any administrative decision lawfully made pursuant to this procedure.

If any provision of this procedure is or becomes or is deemed to be invalid, illegal or unenforceable pursuant to applicable law, such provision shall be construed or deemed amended to conform to applicable laws, or if it cannot be so construed or deemed amended without materially altering the purpose or intent of the procedure, such provision shall be stricken and the remainder of the procedure shall remain in full force and effect.