



Office of the City Auditor Policies and Procedures

Number: 6.1.7**Title:** Auditor Probationary Period

Original Date:**Revision Date:****Approved by:**

04/07/2005

I. Policy

All newly hired auditors will be considered probationary employees for six-months from their permanent hire date, after which the relevant Assistant City Auditor (ACA) will conduct a six-month review, using the department's long-form evaluation documents.

II. Purpose

The probationary period provides a timeframe for managing supervisors to monitor and evaluate and, if necessary, assist an employee in transitioning to service with the City and requirements of the Office of the City Auditor (OCA). Appropriate use of the probationary period will allow OCA to identify actions to be taken for employees whose performance is below expectations and potentially reward good performance. Successful completion of a probationary period should not be construed as guaranteeing continued employment or as creating a contract of employment.

III. Definitions

- A. **Levels** - The designations of Auditor I, II and III and Audit Investigator I, II and III, which are differentiated by the criteria required for each.
- B. **Zones** - The designations within each Auditor/Audit Investigator level. Zones range from zone 1 to zone 6 in each level, with zones 1, 3, and 5 being the zones with different expectations. Zones 2, 4, and 6 are interim zones, which reward an employee who is performing well, but does not have the requirements to move to the next set of expectations.

III. Procedures/Responsibilities

- A. The **City Auditor** is responsible for the implementation of this policy and will designate the Assistant City Auditor (ACA) responsible for conducting the six-month evaluation using the office's annual long-form appraisal.
- B. The **City Auditor** may immediately terminate an employee anytime during the probationary period if the employee fails to meet the expectations for the duties of his/her position or fails to comply with department or City work rules.
- C. In accordance with the Performance and Development Plan policy (6.1.2), within the first month of employment with OCA, the **ACA and probationary employee** shall draft a development plan.
- D. During the six-month probationary period, the **ACA** will advise the employee of satisfactory or unsatisfactory progress and recommend areas for improvement.
- E. The department's specialist in charge of personnel matters will notify the City Auditor and ACA at least 30 days before expiration of the probationary period, after which the ACA will complete a departmental long-form appraisal, using any project appraisals completed for the probationary employee and soliciting feedback from other relevant employees. This appraisal may be accompanied by a probationary employee's self-appraisal, if desired. The ACA should schedule a meeting with the probationary employee to discuss performance.
- F. If the ACA finds that the probationary employee is performing ABOVE his/her current position and can provide documents demonstrating superior performance at the next zone on the pay structure, the ACA may recommend to the City Auditor no more than a mid-zone (to zones 2,4, or 6) pay increase (described more fully in Policy 6.1.6) at the time of the 6-month probationary evaluation.
- G. If the ACA can demonstrate that the probationary employee is performing BELOW his/her current position, the City Auditor may elect to extend the employee's probation for up to 90 days, when the ACA must re-evaluate at the end of the extension period.
- H. At the 12-month permanent hire anniversary, a formal Peer Assessment Committee will convene to review the employee's

performance and will make its recommendations to the City Auditor in accordance with existing policy 6.1.6. Probationary employees who advanced after their six-month review to an interim mid-zone pay grade would only be able to advance one zone.