

## **POLICY # A1-3.5**

### **PROBATIONARY EVALUATIONS ALL EMPLOYEES**

It is the policy of the Town of Wayland that all newly hired regular full-time and regular part-time employees serve a probationary period at time of hire. Unless otherwise stipulated in a collective bargaining agreement or by a civil service appointment, the probationary period will be six months beginning on the first day of employment.

On or about the midpoint of the probationary period Human Resources will forward to the appointing authority or the department head a Probationary Status – Midpoint (Attachment A). The appointing authority or the department head should meet with the new employee to review performance to date. Any deficiencies in the employee's performance should be discussed along with measures that will correct the deficiencies. At the conclusion of the meeting, the document is to be completed and returned to Human Resources. The Probationary Status – End of Probation (Attachment B) will be distributed to the appointing authority or department head at the conclusion of the probationary period. The appointing authority or the department head is to complete the document and return it to Human Resources prior to the completion of probation. The appointing authority or the department head recommends if the probationary employee should or should not be retained as a regular employee.

Personnel Board Revised: February 12, 2007

**ATTACHMENT A  
TOWN OF WAYLAND  
PROBATIONARY STATUS  
MIDPOINT**

Employee: \_\_\_\_\_

First Day Of Work: \_\_\_\_\_

Department: \_\_\_\_\_

Probation Ends: \_\_\_\_\_

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**To be completed at the midpoint of probation**

This probationary employee's performance thus far has been:

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Unsatisfactory

Comments - Describe any Unsatisfactory performance; identify corrective measures that the employee must take in order to successfully complete probation:

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Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B  
TOWN OF WAYLAND  
PROBATIONARY STATUS  
END OF PROBATION**

Employee: \_\_\_\_\_

First Day Of Work: \_\_\_\_\_

Department: \_\_\_\_\_

Probation Ends: \_\_\_\_\_

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**To be completed 5 work days prior to the end of probation**

This probationary employee's performance thus far has been:

\_\_\_\_\_ Satisfactory I recommend this employee be retained.

\_\_\_\_\_ Unsatisfactory I recommend this employee not be retained.

Comments - Describe any Unsatisfactory performance; identify the results of corrective measures taken:

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Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_