



PROBATIONARY EMPLOYEES POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide new employees with guidelines regarding the initial evaluation period.

Policy:

The City of Wisconsin Rapids employs probationary employees in all City Departments. The probationary period is to be used by supervisory staff and Department Heads to determine the suitability of an individual to be employed by the City and to determine whether an individual will be able to successfully perform the duties of the position for which they are employed. Successful completion of the probationary period will not change the at-will employment relationship between the City of Wisconsin Rapids and the employee. During and after the probationary period, employment is not for any definite term and can be terminated at any time by the employer or the employee, with or without cause.

Procedure:

1. The performance of probationary employees will be reviewed monthly during the probationary period to ensure that the employee is successfully and properly performing the duties of the position.
2. Probationary employees will be counseled regarding deficiencies in their performance and / or work attitude as a part of the employee performance evaluation during the probationary period.
3. Department Heads shall determine whether or not an employee has successfully completed the probationary period.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.