



Regional Transit Authority

Probationary Period

(HC32)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) requires that all newly hired employees and all employees who are promoted, demoted, laterally transferred, or rehired must successfully complete a probationary period.

PURPOSE

To allow the employee and the supervisor to determine whether the employment relationship is in the best interest of the work unit, department, and RTA.

APPLICATION

This policy applies to all at-will, non-represented RTA employees. Acting appointments are temporary and not subject to a probationary period. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 PROCEDURES

1.1 New Hires and Rehires

All applicable new hires and rehires are placed on a six-month probationary period from the date of hire.

Failure of Initial Probation

A new employee or rehire may be terminated at any time and for any legal reason during the initial probationary period, without right of appeal.

1.2 Promotions, Transfers, and Demotions

Promoted, transferred or demoted employees are placed on a six-month probationary period from the effective date of their new position.

Failure of Probation for Promotions, Transfers, and Demotions

Following any promotion, transfer or demotion, performance evaluations will be given at the end of three months and at the end of the six-month probationary period.

An employee who receives a Needs Improvement performance evaluation after three months will be given a plan for improvement and 90 days to improve their performance. If an employee who has promoted or transferred fails to meet the expectations of the plan for improvement, they may return to their previous position with approval of the department head of their previous department, accepting supervisor and Human Capital if the position is still vacant.

If the position is filled; the accepting supervisor does not approve the return of the employee; or the employee is unable to secure a transfer to another department in their former classification or secure a position through a competitive examination process, the employee will be separated in accordance with the Termination of Employment (HC17) policy. Employees who demote and subsequently fail probation do not have transfer rights, and will be separated in accordance with HC17 unless they are able to obtain a position through a competitive examination process.

1.3 Acting Appointments

No RTA employee may be promoted, or placed in an acting capacity until successfully completing the initial probationary period. Special circumstances may be reviewed and an exception to this policy may be approved by the Chief Human Resources Officer.

1.4 Performance Evaluation

During the six-month probationary period, the employee's performance should be evaluated by their immediate supervisor at three months and before the end of the six month period.



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1.5 Extension of Probationary Period

The Chief Human Resources Officer, at the request of the hiring department, may extend the probationary period in rare circumstances. No probationary period may be extended for more than six additional months. The supervisor will notify the employee in writing prior to the extension of the probationary period.

2.0 DEFINITIONS

Initial Probationary Period - The first six months (or up to six additional months, if extended) of continuous service from the date a new or rehired regular employee started work.

Promotional, Demotion, or Transfer Probationary Period - The six month period (or up to six additional months, if extended) following the promotion, demotion, or transfer of a full-time or part-time regular employee.

Regular Employee - Full-time at-will employee occupying a budgeted position who has successfully competed in the selection process or was hired by direct appointment.

3.0 RESPONSIBILITIES

The Chief Human Resources Officer is responsible for administering this policy. Supervisors will monitor the employee's performance during the probationary period, and provide a written evaluation as specified in the Individual Performance Plan (HC36) policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Individual Performance Plan (HC36)
- Termination of Employment (HC17)
- Employment Status (HC34)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT



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Human Capital