

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.175

POLICY TITLE: Probationary Period

ADOPTED/LAST REVISION: 6-13-00

- A. New employees shall serve a probationary period, during which time they will be required to demonstrate fitness for the position prior to receiving a permanent appointment.
- B. The length of the probationary period shall be six (6) months, except for the director whose probationary period shall be one year.
- C. A probationary employee may be removed from his/her position at any time during the probationary period at the discretion of the Library Director who will also inform the Board. Probationary employees shall not have recourse to appeal.
- D. A probationary employee will receive a permanent appointment to his/her position upon the successful completion of the probationary period and the favorable recommendation of their supervisor.

Reference: City Policy 3.175