



CITY OF KINSTON

Subject: Six-Month Probationary Period for New Employees and Promotions	Section: Human Resources	Review Responsibility: Director of Human Resources		
Policy #: 17	Effective Date: 2/1/2025	Rev. #:	Revision Date:	Page: 1 of 2
Supersedes:	Prepared By: Tiffany Smith, HR Dir.		Approved By: Rhonda Barwick, City Manager	<i>TS</i> <i>RDBarwick</i>

1.0 Purpose

The purpose of this policy is to establish a probationary period for newly hired employees and employees who are promoted to new positions. This period allows both the employee and the employer to assess the suitability of the employee for the position and ensures that the employee is fully aware of job expectations and responsibilities.

2.0 Organizations Affected

Full-time and part-time City employees in all departments, excluding temporary/seasonal employees.

3.0 Policy

All newly hired employees and employees promoted to a new position within the City of Kinston will undergo a six-month probationary period. This period is intended to evaluate the employee's performance, conduct, and ability to meet the requirements of the position.

4.0 Responsibility

- 4.1. Supervisors: Supervisors are responsible for monitoring the performance of probationary employees, providing feedback, conducting performance reviews, and making recommendations at the conclusion of the probationary period.
- 4.2. Employees: Employees are expected to perform their duties to the best of their ability, accept feedback and training, and meet the performance expectations outlined for their position.

5.0 Procedures

- 5.1. Duration: The probationary period will last for six months from the employee's first day of employment or promotion into the new position.

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5.2. Performance Evaluation: During the probationary period, the employee's performance will be closely monitored and assessed by their supervisor. The supervisor will provide regular feedback and support to ensure the employee is meeting the required standards.

5.2.1. Three-Month Review: A performance review will be conducted at the three-month mark to provide feedback on the employee's progress. Any areas of concern or need for improvement will be identified, and the employee will be given the opportunity to address them.

5.2.2. Six-Month Evaluations: At the end of the six-month probationary period, a final performance evaluation will be conducted. Based on the evaluation, the employee may:

1. Be confirmed as a regular employee with no further probationary period required.
2. Be extended for an additional probationary period if performance requires further evaluation. Any extension of the probationary period will also be communicated in writing.
3. Be terminated if performance is deemed unsatisfactory, or if the employee does not meet the requirements of the position.

5.3. The City of Kinston reserves the right to terminate employment or extend the probationary period for any employee who fails to meet the performance standards or expectations of the role during the probationary period.

5.4. During the probationary period, employees are entitled to all rights and benefits associated with their employment, including access to training and support. However, they may not be eligible for certain benefits (such as promotion opportunities or the ability to use of vacation time during the initial probationary period of employment) until they successfully complete the probationary period.