

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 707

Orientation and Probationary Period

Issued: January 11, 2005

Revised: February 10, 2015

ORIENTATION

Upon appointment, the Fire Chief shall be responsible for orientation of new employees. Orientation shall include, but shall not be limited to organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel.

PROBATIONARY PERIOD

New and rehired employees shall serve a probationary period of six (6) months commencing with their first day of employment except firefighters, for whom the probationary period shall be not less than twelve (12), and preferably eighteen (18) months. The District can extend the duration of the probationary period up to six (6) months if, in its sole determination, such an extension is appropriate. Upon promotion, probation is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.

Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

During the probation period, an employee's employment may be terminated without recourse and without appeal under these policies and procedures. An employee who successfully completes the probationary period will be notified in writing that he or she has become a regular full-time, a regular part-time employee of the District.

No employee or volunteer will be deemed a "regular" and no longer a probationary employee or volunteer until the District has so determined and notified the employee in writing.