

CITY OF MIAMI CIVIL SERVICE BOARD



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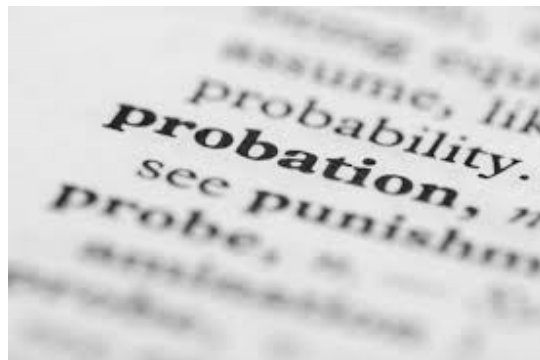
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GETTING THROUGH THE PROBATIONARY PERIOD

Employees hired into a classified position shall serve a probationary period. This means that although you were hired because you were the best candidate for the job, your new employer wishes to keep an eye on your job performance to make sure you are suitable for the position.

For most organizations, an employee's length of probation is at least three to six months. However, probationary periods can be longer or shorter, depending upon the organization. Civil Service Rule 9.3

sets forth the required length of probation for classified City positions as indicated below.



CLASSIFICATION	LENGTH OF PROBATION
Police Officer	18-24 Months
ID Technician	12 Months
Fire Fighter	12 Months
Emergency Dispatcher	18 Months*
All Other Classified Positions	6-12 Months*

* See current AFSCME-Local 1907 Union Contract

During the probationary period, employees may at times feel as though they and their performance are being scrutinized with no benefit to them at all, but this is not the case. Your probationary period provides a chance to find out whether the job is right for you — salary, duties, location, co-workers, etc. should be a good fit for you.

Of course, the employee as well, has a responsibility to show that they are the right fit for the job. Listed below are some tips probationary employees can keep in mind to help them on their way to becoming permanent in their classified position:

- ◆ Arrive for work on time
- ◆ Become a self-starter
- ◆ Become familiar with City & Department policies and **follow them**
- ◆ Avoid being argumentative
- ◆ Be a good listener
- ◆ Ask questions; don't assume
- ◆ Take notes especially when introduced to new assignments
- ◆ Be a team player
- ◆ Be well-groomed and keep a neat work area
- ◆ Be efficient & effective

CITY OF MIAMI CIVIL SERVICE BOARD

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We're on the web!
http://citynet/Civil_Service

Mission/Vision

To ensure that City employees in the classified service are hired, promoted, and retained based upon merit, efficiency, character, and industry and not political patronage, the Civil Service Board will enforce the principles of a merit-based system of employment.

We are the "Watchdog" for the fair and consistent application of Civil Service Rules and Regulations for the benefit of City of Miami employees, administration, and residents.



We are the Watchdog



Finally, probation is the most critical period for managers to train and assess their employees. At the end of the probationary period, the manager should have complete confidence that his/her employee meets or exceeds performance standards. For that reason, new employees need as much support as possible from managers during their probationary period. In the event that it looks like an employee may not meet standards by the appointed time, managers may decide to extend the established probationary period. The Civil Service Board Office can assist in that effort.

Listed below are tips that every manager should follow in helping their employees to successfully complete their probationary period:

- ♦ **Be Clear About Your Expectations.** Notify the employee of the probationary status, how long it will last, and what needs to happen or change during the length of the probation. This is especially important when it concerns obtaining licenses/certifications.
- ♦ **Give Feedback Regularly.** Conduct periodic reviews with the employee to provide feedback and counseling. If the employee is having performance issues, give detailed guidance on how the employee can improve and offer training, if necessary.
- ♦ **Get Help for the Employee.** Assign a knowledgeable and experienced mentor to advise the employee. If the employee needs training or other resources, make sure they are provided.
- ♦ **Get feedback from the professionals.** The Civil Service Board Office, the Office of Equal Opportunity & Diversity Programs, and the Labor Relations Division of Human Resources can help you make sure you are treating employees fairly, consistently and within established procedures. For example, if you place a struggling employee on a three-month extension of probationary period, but most other similarly situated employees are given six months to improve performance, you'll want to make sure you are giving the employee a fair chance to turn things around.
- ♦ **Document Everything.** If an employee can't do the job or improve performance, you'll likely want to terminate the employment relationship. To avoid legal trouble, clearly document everything during the probationary period: the employee's performance, your efforts to coach and manage, training and re-training provided, and so on. This will leave you on safer legal ground if you decide that the employee is not going to make the cut.

CALENDAR

The City of Miami Civil Service Board currently meets every other Tuesday at 10:00am, in the City Hall Commission Chambers, unless otherwise noticed. Workshops are held in the 1st Floor Training Room at the Miami Riverside Center. Our upcoming schedule of events is as follows:

- March 29, 2016, 10am - Civil Service Board Meeting
- **March 31-April 1, 2016, 7:00a - 5:30p - CIVIL SERVICE BOARD ELECTIONS**
- April 4, 2016, 2pm - Workshop: *Civil Service Board Basics*
- April 12, 2016, 10am - Civil Service Board Meeting
- April 26, 2016, 10am - Civil Service Board Meeting
- May 4, 2016, 10am - Workshop: *Grievances & Abuses*
- May 10, 2016, 10am - Civil Service Board Meeting
- May 24, 2016, 10am - Civil Service Board Meeting