

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED: 08/28/2024	MANUAL	POLICY NO. 2003
APPROVED BY: Board of Directors	POLICY TITLE Probation Period	Page 1

~~**2003.1** All new employees shall serve a probationary period of six (6) months. Upon successful completion of probation, full time, permanent employees will be eligible for health, dental, vision, retirement, sick leave and vacation benefits. Part time employees benefit eligibility will be considered based upon the criteria set forth in latter sections of this policy.~~

2003.1 New full-time employees will be eligible for health, dental, vision, retirement, sick leave, and vacation benefits from their start date.

2003.2 All new employees will undergo a twelve (12) month probationary period upon starting employment. This period serves as a performance evaluation phase to assess the employee's suitability for continued employment with Union Public Utility District.

During the probationary period, employees are expected to meet performance standards and fulfill the duties outlined in their job description.

Employees who meet performance expectations and successfully complete their probationary evaluation by the end of the twelve (12) month period will be considered to have passed probation.

Upon successful completion, employees will transition to regular employment status with the District.

The District reserves the right to extend the probationary period based on performance concerns or other factors relevant to job performance. If an employee fails to meet performance expectations or fails their probationary evaluation, the agency may terminate employment at any time during the probationary period without further notice or cause.