


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Probationary Period
	Policy Reference No:	4-8
	Release Date:	9-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees

For employees covered by Civil Service, upon being hired or appointed to a new position, an employee is considered “provisional” until the necessary Civil Service requirements have been met. Upon taking an examination and/or being officially appointed from a NJ Civil Service Commission list, an employee becomes “probationary” for a three-month period. A “provisional” or “probationary” employee is subject to a working test period, where the employee is evaluated as to the merits of obtaining “permanent” status as an employee of the Township subject to the rules and regulations of the NJ Civil Service Commission and any applicable union contracts.

The length of the working test period shall be for a period of three months except for entry-level Police Officers. Entry-level Police Officers shall serve a twelve (12) month working test period. In this regard, entry-level Police Officers shall not begin their working test period until notification is received by the Township Manager from the Police Training Commission of the successful completion of the police training course. Newly hired Police Officers who have successfully completed the police training course prior to appointment shall begin their working test period on the date of regular appointment.

An approved leave of absence, including a furlough extension leave or a voluntary furlough shall extend the completion of the working test period for a period of time equal to that leave or voluntary furlough.

All personnel hired by the Township who are not subject to Civil Service testing must serve a three-month probationary period. The purpose of this probationary period is to permit the employee to demonstrate the ability to learn and handle the job for which he or she was hired, or to complete the necessary training and education required for the position. The employee’s supervisor will monitor and evaluate the employee’s job performance during this period. If the probationary employee fails to attain satisfactory job performance, the employee may be dismissed with the approval of the Township Manager.

During this working test period and/or probationary period, employees may not yet be eligible for certain benefits. This handbook, as well as the Township Manager and plan documents, can provide you with further details on benefit eligibility.

Please feel free to discuss any employment questions or concerns with your supervisor at any time, but especially during the working test period / probationary period. Additionally, although we have defined your initial working test period as introductory, nothing contained herein shall limit or otherwise affect your status of employment as “employment at will”.

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