

## 7. PROBATIONARY PERIOD

The probationary period for a new full-time Highway Department employee is twelve months. This probationary period is for an employee to become familiar with the specific duties and responsibilities of the position. It also provides the Department Head with an opportunity to evaluate the Employee's job performance and potential for development in the position. During the first six months of the probationary period, the employee's wage rate will be \$1.00 less than the rate approved by the town board for that position. After six months of the probationary period, the employee's pay may be increased by fifty cents per hour upon the review and recommendation of the Highway Superintendent. Once the twelve-month probationary period is satisfactorily completed and the new employee is permanently hired, he/she will go to full pay for the position and receive all entitled benefits. (Medical Insurance begins after two months). The new employee must have or have obtained his/her CDL license before or at least by the end of the probationary period and have passed the NYS DOT physical. If the new employee's performance or conduct is not satisfactory, the Town may dismiss the Employee after the twelve-month probationary period has been completed.

The probationary prior for all other new employees covered by the NYS Civil Service Law is eight weeks with no change in compensation or benefits. If the new employee's performance or conduct is not satisfactory, the Town may dismiss the Employee after the eight week probationary period has been completed.

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## 9. ATTENDANCE

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- B. **OVERTIME**---There may be times when full-time employees will have to work beyond normal working hours and normal work days. The Department Head will call on employees to work additional hours as needed for emergencies, bad weather, fire, or law enforcement emergencies, by phone or text message. If the phone call or text message is made before 11:00pm, the next day's start time will be the time set by the Department Head in the phone call or text message. If the call or text message is made after that time, then the start time will be the later of (i) 45 minutes after the phone call or text message is made and (ii) the time set by the

Department Head. An employee who is found to have refused to work additional hours as directed and without justification, may be subject to appropriate disciplinary action.