

# CITY OF CONCORD

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*In the year of our Lord two thousand and twenty-four*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 34, Personnel Rules and Regulations

## **The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 34, Personnel Rules and Regulations, Article 34-5, Recruitment, by amending paragraphs (a) and (b) of Section 34-5-5, Probationary Appointments, as follows:

### 34-5-5 – Probationary Appointments.

All appointments will be governed by the following rules:

- (a) All original and promotional appointments, with the exception of entry level uniformed personnel of the Fire Department **and** [;] entry level sworn uniformed personnel of the Police Department as defined in [Section 34-5-5\(b\)](#) [~~and all original appointments of Information Technology personnel,~~] will be probationary in nature during the first six (6) months of the employee's connection with the City.
- (b) All original appointments of uniformed personnel of the Fire Department in the positions of dispatcher, firefighter, firefighter/company inspector, **firefighter/advanced emt**, firefighter/paramedic[;] **and** entry level sworn uniformed personnel of the Police Department [~~and Information Technology personnel~~], will be probationary in nature during the first twelve (12) months of the employee's connection with the City.
- (c) The department head, with the approval of the City Manager, may extend the initial original or promotional probationary period once for an additional term not to exceed six (6) months. The department head shall in writing, five (5) days prior to the termination of the initial original or promotional probationary period, give notice in writing to the employee of such action and the reasons for same. A copy of this notice shall be filed with the City Manager and the Human Resources and Labor Relations Director for insertion in the employee's records. This probationary period is established for the effective adjustment of the new employee and shall be utilized to study the employee's work and if necessary, to reject an employee whose work does not meet required standards. At any time during the probationary period, any probationary employee may be dismissed upon the recommendation of the department head. Any rejected probationary employee who was promoted or transferred shall be reinstated in his former position unless he is dismissed. Any person displaced as a result of this reinstatement shall have the right to return to the former position occupied. As a result of this procedure, it may be necessary to lay off the last person hired into a position previously occupied by a person promoted. Within two (2) weeks

prior to the termination of the probationary period or an extension thereof, the department head shall submit in writing to the City Manager his recommendation regarding the permanent employment of the employee. At the end of the probationary period or an extension thereof, any probationary employee must be given a permanent appointment, rejected, or dismissed. The failure of the City to give notice of said decision shall in no way constitute a waiver of its rights to reject or dismiss an employee.

**SECTION II:** This ordinance shall take effect upon its passage.

Explanation: Matter added to the current ordinance appears in ***bold italics***.

Matter removed from the current ordinance appears in [brackets and ~~struck through~~].