



# City of Concord, New Hampshire

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Jennifer Johnston, Director of Human Resources and Labor Relations

**DATE:** January 2, 2024

**SUBJECT:** Amend the Code of Ordinances, Title V, Administrative Code; Chapter 34 Personnel Rules and Regulations, Article 34-5-5, Probationary Appointments, to modify the timeframe for probation of original appointments within the Information Technology (IT) department from one year to six months, and to include reference to firefighters/advanced EMTs.

### **Recommendation**

It is requested and recommended that the City Council accept this report and set a public hearing date in February for the proposed ordinance to change the Code of Ordinances, Title V, Administrative Code, Chapter 34, Article 34-5-5 in order to shorten the length of time IT employees shall remain on probation when originally appointed to a position for the City of Concord from one year to six months, to align with other city employees who are not in public safety positions. The ordinance also includes a housekeeping amendment to include reference to the position created for firefighter/advanced EMTs.

### **Background**

The current probationary appointment article sets a one year timeframe for new hires in IT with an option for extension to probation related to performance concerns. The only other employees with this timeframe for probation is police and fire employees.

### **Discussion**

The reason for reducing the probation period from twelve months to six months is that a twelve month probationary period places an extra barrier to hiring and staff retention. New employees have to wait longer for a step increase and to know that they have been successful in attaining a position within the organization. In the private sector, three to six months is the industry standard for positions within the field of Information Technology. A six month probation period aligns us with the majority of other city departments that hire professional positions that are similar in nature. Positions like engineers, inspectors, Fiscal Technicians, and others throughout the organization are on a six month probation.

Respectfully Submitted,

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Jennifer Johnston

CC: Thomas J. Aspell Jr., City Manager