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**Ocean City Fire Department  
Standard Operating Guidelines**

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## General Policies

Subject: Probationary Periods  
Revised: 4-24-2012  
Effective: 9-01-2012  
Approved: 4-24-2012  
Section: 221.00

### 221.01 Purpose

- A. To establish Fire/EMS Division policy in accordance with Town of Ocean City policy relative to probationary periods.
- B. To provide the Division with an opportunity to observe the work of new and/or recently promoted members.
- C. To provide the Division with an opportunity to aid and/or, if necessary, reject any employee whose work performance fails to meet required work standards.

### 220.02 Policy

The Division shall operate in accordance with all City policies concerning probationary periods contained within the Town of Ocean City Rules and Regulations.

- A. All initial and promotional appointments to permanent full-time positions within the Division shall be subject to a probationary period of twelve (12) months.
- B. At the midpoint in the probationary period, the appointing authority shall evaluate the performance of the probationary employee, using a standard form. The rating will aid the employee and the supervisor in measuring the employee's progress in fulfilling the requirements of permanent status
- C. Extended probation may be granted in cases where the appointing authority believes the appointee shows promise of fulfilling requirements of permanent status, but needs more time and/or training.
- D. At the end of the scheduled probation, the appointing authority shall inform the employee of:
  - 1. his/her status as a permanent employee.
  - 2. extension of the probation,
  - 3. termination.

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- E. At any time during the probationary period, an appointing authority may remove an employee whose performance does not meet the required standards provided that the employee has been afforded adequate training, and that he or she shall report the removal and the reasons thereof in writing to the Director of Human Resources and to the employee concerned.
- F. The appointing authority may, depending upon the circumstances justifying the rejection, recommend that the name of the rejected probationer be either removed or restored to the eligibility list.
- G. A new employee on probation who is rejected does not have the right to appeal that rejection through the grievance procedure.
- H. Employees who move from one position to another within the City services shall be placed on probation for a period suitable for determining ability to do the new job. These employees shall be rated at the mid-point of the probation and notified of their progress like other probationary employees.