

STATE OF TENNESSEE :

COUNTY OF CARROLL :

TOWN OF HUNTINGDON :

ORDINANCE NO. 651

AN ORDINANCE TO AMEND CHAPTER 2, PERSONNEL REGULATIONS; TITLE 4, MUNICIPAL PERSONNEL OF THE HUNTINGDON MUNICIPAL CODE, AS IT PERTAINS TO AN EMPLOYEE PROBATIONARY STATUS.

WHEREAS, a review of the current policy and procedures concerning an employee's probationary status reveals that an amendment to this policy as set forth in Chapter 2, Title 4, Huntingdon Municipal Code, is required:

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Huntingdon, Tennessee, that the Huntingdon Municipal Code, Title 4, Municipal Personnel, Chapter 2, Personnel Regulations, shall be and is hereby amended as follows:

Section 4-203, Employee application and processing, deleting the existing (6) and inserting (6) as follows:

(6) Probationary status. Each applicant selected for employment by the Town must be made fully aware that his or her initial employment shall be probationary in nature for a period of three (3) months, (90) days only. This shall serve as an observation and evaluation period. At the end of this probation period the appropriate supervisor shall evaluate the employee. If the employee's performance of duty, skill, employee development, judgement, attitude, job behavior, etc., are satisfactory, the supervisor may recommend the employee for regular employment status with the said wage/salary and benefits. However, should the employee prove to be unsatisfactory, for whatever reason, he or she will be advised of such and terminated not later than the end of the three (3) months, (90) days probation period. It is incumbent upon the supervisor to closely observe and monitor the employee's activity during the probationary period, and to provide counselling where appropriate. Should a probationary employee prove to be unsatisfactory, and counseling and guidance prove ineffective, the employee must be terminated prior to end of the probationary period.

There is a separate probationary status for all newly appointed firefighters employed by the Town of Huntingdon Fire Department. The probationary period is intended to ensure that each newly hired firefighter can successfully demonstrate the knowledge, operational safety, employee development, skills, conduct, departmental efficiency, and judgement required for effective and safe performance in the role of Firefighter for the Town of Huntingdon.

Length of Probation. All newly appointed firefighters shall serve a twelve (12) month probationary period beginning on their official start date.

Purpose of Probation. During the probationary period, firefighters shall be evaluated to determine their suitability for continued employment based on:

- Proficiency of required firefighting knowledge and skills;
- Adherence to operational safety standards
- On going participation in employee development and training programs
- Demonstration of proper conduct, professionalism, and teamwork
- Consistent performance supporting departmental efficiency
- Sound judgment in the execution of assigned duties

Performance Evaluations. Supervisor/Fire Chief shall conduct periodic performance evaluations throughout the probationary period and shall document the probationary firefighters progress, training completion, conduct, and operational performance.

Extension or Termination. The Fire Chief may recommend:

- Extension of the probationary period when additional evaluation time is warranted; or
- Termination of employee at any time during the probationary period if performance, conduct, or safety standard are not satisfactorily met. Probationary firefighters may be dismissed and may have the right of grievance or appeal as outlined in the employee handbook and as required by state or federal law.

Eligibility for Benefits. Firefighters shall become eligible for applicable Town of Huntingdon employee benefits at ninety (90) days of continuous employment governed by Federal or State law and specific benefit plan documents. Eligibility for benefits after ninety (90) days does not alter or shorten the required twelve (12) month probationary period.

Completion of probation. Upon satisfactory completion of the twelve (12) month probationary period and final review by the Fire Chief or designee, the firefighter shall be granted regular employment status with all rights and responsibilities afforded under the Town of Huntingdon personnel policies.

BE IT FURTHER ORDAINED by said Council that pursuant to 2.08(a) of the town's charter this ordinance shall be in full force and effect on and after the twentieth day subsequent to its final passage and approval, the welfare of the town requiring it.

BE IT FURTHER ORDAINED by said Council that pursuant to § 2.08(d) of the town's charter a summary of this ordinance shall be published in a local newspaper of general circulation in the town within ten days of its passage and approval, the welfare of the town requiring it.

PASSED ON FIRST READING: November 25, 2025

PASSED ON SECOND AND FINAL READING: December 16, 2025

APPROVED:

ATTESTED:

Chad Edwards
Mayor

Kim Carter
Town Recorder

REVIEWED AND APPROVED AS TO LEGAL FORM AND CONTENT:

Robert T. Keeton, III
Town Attorney