

**Town of Mashpee  
Board of Selectmen**

**Policy No: 03**

**Waiver of Employee Probation**

It is the policy of the Board of Selectmen to maintain periods of probation for new employees in accordance with collective bargaining agreements. To encourage permanent employment with the Town, though, it is desirable to provide a limited waiver of certain provisions of the probationary period for those employees who have served on a temporary or part-time basis.

A temporary or part-time employee, who has satisfactorily completed one equivalent year of service, as defined by this section, shall be entitled to have the probationary period waived for the purposes of sick and vacation (annual) leave.

One equivalent year of service may be obtained by accumulation in any of the following classifications:

- One month of service as a temporary employee averaging 35 hours or more of work per week is equal to one-sixth of an equivalent year.
- One month of service as a part-time or temporary employee averaging 20 hours or more per week but less than 35 hours is equal to one twelfth of an equivalent year.
- One month of service as a part-time or temporary employee averaging less than 20 hours per week is equal to one-twenty-fourth of an equivalent year.

***Adopted by the  
Mashpee Board of Selectmen  
August 29, 1988***