



## Human Resources Department

### Mayor

Oscar Leeser

### City Council

#### District 1

Ann Morgan Lilly

#### District 2

Larry Romero

#### District 3

Emma Acosta

#### District 4

Carl L. Robinson

#### District 5

Dr. Michiel R. Noe

#### District 6

Claudia Ordaz

#### District 7

Lily Limón

#### District 8

Cortney C. Niland

### City Manager

Tommy Gonzalez

Name

Address

Dear New Employee:

Congratulations on your selection for City employment. We are glad to have you on board. You will serve a probationary period of six months starting on your first work day. During that time, you will be evaluated to insure your job performance meets the standards set by your department and the City of El Paso.

An important part of this probationary evaluation will be your ability to work consistently. Your regular attendance will be reviewed and evaluated by your department and it is critical that you report to work regularly and on time. As an original employee on probation you are not covered by the Family and Medical Leave Act (FMLA) during your first year. The Act requires you to be employed one full year and have worked at least 1250 hours in that year before you are eligible for a FMLA Leave of Absence. If it becomes necessary for you to miss work for medical reasons during your probationary period, the City will allow you to miss up to three (3) months. This absence must be appropriately documented in accordance with all rules and be approved before you begin missing work. Emergency situations will be reviewed on a case by case basis. However, the three (3) month rule will be enforced and no exceptions will be allowed except as required by law.

Again, welcome to the City. Your probationary evaluation period is your chance to show us that you are the best fit for the job. May you have a very rewarding and successful City of El Paso career.

Sincerely,



LINDA BALL THOMAS, IPMA-CP, PHR  
Human Resources Director