

**Section 1. Period of Probation**

- A. Every employee in the classified service shall satisfactorily serve a period of probation in order to achieve regular status in that class. Service as a temporary employee cannot be credited toward the probationary period. Any time spent while on temporary detail shall be credited to the probationary period if the employee is promoted to the position immediately after the end of the detail assignment.
- B. The initial probation shall consist of six (6) months of work for all classes except that for initial entry-level public safety employees, public safety dispatch and communication employees, public safety crime scene and forensic employees and detention officer trainees, the length of time shall be one year. The promotional probation shall consist of six (6) months for all classes.
- C. The probation period may be extended one or more times by the Department Director in coordination with the Human Resources Director, but the extended probationary period shall not exceed in total the length of the initial probationary period unless the employee agrees to further extensions.
- D. Employees who have resigned and who return to City employment within two years of their resignation may use vacation leave as it is accrued if the employee is not required to serve an initial probationary period.
- E. Time taken on sick leave or while drawing compensation under Worker's Compensation shall be credited toward the probationary period if such time does not exceed 30 calendar days. Such time in excess of 30 calendar days shall not be credited toward the probationary period and the employee's probation shall be extended the length of time equal to the time taken.

**Section 2. Action Following Successful Probation**

Two weeks prior to the end of the probationary period, if a Department Director decides to award a probationary employee regular status the Department Director shall submit a performance appraisal to the Human Resources Director on a form provided by the Human Resources Director. However, an employee does not achieve regular status until the Department Director submits paperwork awarding regular status. If the Department does not submit paperwork within 60 days after the end of the probationary period to either award regular status, extend probation, or to separate the employee, then the employee shall automatically receive regular status.

### **Section 3. Probationary Release and Unsuccessful Completion of Promotional Probation**

- A. During the initial probationary period, an employee may be dismissed, suspended, or demoted by the Department Director without the right to appeal. Dismissal during the initial probationary period shall be defined as a probationary release and shall not be considered a dismissal for cause.
- B. Unlike a probationary release, an employee dismissed or suspended without pay while on promotional probation shall have a right to appeal as provided by these rules. An employee who does not successfully complete promotional probation may be demoted to the class held prior to promotion without right to appeal. In such case, the employee will be demoted at the same rate of pay held prior to promotion and shall be returned to the former date of classification. If a vacancy does not exist, the layoff rule shall apply.

### **Section 4. Reports**

All actions affecting the status of a probationary employee shall be reported to the Human Resources Office by the Department Director on a form provided by the Human Resources Office.

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