

SECTION 180 – PROBATIONARY PERIOD

181 PURPOSE OF PROBATIONARY PERIOD

The probationary period shall be an essential and continuing part of the new employee process, and shall be utilized for an effective orientation of new employees and to assure the retention of only qualified employees who meet the performance standards for the position.

182 LENGTH OF PROBATIONARY PERIOD

All appointments from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion. (Ed. Code, §88120.)

This probationary period shall not include the time served under emergency, limited-term, or provisional appointments; but shall date from the time of probationary appointment to a permanent position, except as provided below.

If the same person who was certified and served in a limited-term position is appointed to a regular position in the same classification, the individual must have a break in service before appointment to the probationary status, and the individual's time of limited-term service shall not be considered as part of the person's probationary period.

If, at any time after completion of the required probationary period, a person serving in a "restricted" position is appointed to a regular and permanent position in the same classification after passing the qualifying examination, the individual's time in the regular classified service shall be counted from the initial date of employment in the "restricted" position. (Ed. Code, §§ 88079 & 88005, subd. (c).)

Any probationary employee who is terminated upon exhaustion of industrial injury leave or laid off during the probationary period shall, in the event of re-employment, be required to complete a full probationary period.

183 PERFORMANCE EVALUATIONS DURING PROBATIONARY PERIOD

For classifications with a six (6)-month probationary period, supervisors shall submit written performance evaluations of probationary employees to Human Resources at the end of two (2), four (4), and five-and-a-half (5-1/2) months of service. For classifications with a one (1)-year probationary period, supervisors shall submit written performance evaluations of probationary employees to Human Resources at the end of four (4), eight (8), and eleven-and-a-half (11-1/2) months. The purpose of these evaluations is to assist employees in maintaining satisfactory levels of performance during this probationary period. Evaluations must be related to job performance, and the procedure must provide information and assistance to the employee to help him/her increase the efficiency of his/her work. (See Sections 193 and 194.)

184 TERMINATION OF PROBATIONARY SERVICE

If the probationary employee is found to be unsatisfactory by the supervisor, it shall be the duty of the supervisor to recommend in writing that permanent status not be granted. The Human Resources Department shall notify the employee of the supervisor's recommendation and submit the recommendation to the Governing Board or designee for action.

185 CHANGE FROM PROBATIONARY TO PERMANENT

If the supervisor finds the probationary employee fully qualified for permanent status, the supervisor shall recommend the employee for permanency by indicating such in the space provided on the final probationary performance evaluation form. This evaluation form must be sent to the Human Resources Department in advance of the date the employee is due to receive his/her permanent status. The change of status from probationary to permanent shall be effective the day following the completion of the probationary period.

186 RESTORATION TO FORMER CLASSIFICATION - AFTER PROMOTION

A classified employee who has accepted a promotion shall serve a probationary period during which time the individual is subject to the regulations governing probationary employees. (Reference Sections 181-185.) If the individual is found unsatisfactory during the probationary period, the person shall be reinstated to the former classification. No recourse to appeal or hearing before the Personnel Commission is provided in a demotion of this type. (Ed. Code, § 88124.) The employee in the position the promoted employee formerly held may transfer to an equivalent position, if available and approved by the Personnel Commission under Section 241, or exercise bumping rights under Section 252, or terminate in accordance with separation procedures.

If the former position no longer exists, the employee may transfer to an equivalent position, if available and approved by the Personnel Commission under Section 241, or exercise bumping rights under Section 252, or terminate in accordance with separation procedures.

187 EXTENSION OF PROBATIONARY PERIOD

The probationary period shall be extended by the same number of days a probationary employee is absent for any combination of leaves (paid and unpaid) in excess of ten (10) working days over the probationary period.