I. PURPOSE:

The purpose of this policy is to provide an adequate time period within which to evaluate an employee's job performance, as described in the job description.

II. APPLICABILITY:

This policy applies to all Gila County full-time and part-time regular status employees. Temporary employees, consultants, and judge pro-tempores are not covered under this policy; compensation for these positions shall be individually established as necessary.

III. POLICY:

The types of probation allowed in County service, as defined in this policy, are original probation, promotional probation, transferal probation, and demotion probation.

SIGNATURE:

Michael A. Pastor

CHAIRMAN, BOARD OF SUPERVISORS

1/5/16

DATE

IV. PROCEDURES:

A. Duration

1. The probationary employment period for the County service shall be six (6) full months starting at the first day of employment. If an employee is absent for more than two weeks during the probationary period, the probationary period shall be automatically extended for a period of time equal to the full period of absence.

2. The probationary employment period for the Sheriff's Office will be one (1) year starting at the first day of employment.

B. Original Probationary Period

1. Completion of Probation

   a. The Appointing Authority shall evaluate a probationary employee and provide a performance appraisal to the Director prior to the expiration of the employee's probationary period.

   b. If the Appointing Authority determines at any time during an original probationary period that the services of the probationary employee are no longer required or are unsatisfactory, the employee may be dismissed without the right of appeal. The Appointing Authority shall furnish the employee a letter of dismissal.

C. Promotional Probation

1. An employee who is promoted shall serve a three (3) month probationary period under the same rules as an original probation, except for BOS-HRS-215.B.1.b above.

2. An employee who fails to successfully complete a promotional probation shall revert to a vacancy in the current employing agency in the class in which regular status was held immediately prior to the promotion, without the right of appeal. If such vacancy does not exist, the employee shall be laid off in accordance with Rule 18.4.E. A reversion shall not preclude the imposition of any disciplinary action.

D. Transferal Probation

1. An employee who is transferred shall serve a transferal probationary period under the same rules as an original probation, except that the employee retains the right of appeal should they be dismissed due to failure to complete the probationary period.

E. Demotion Probation

1. An employee who is demoted shall serve a demotion probationary period under the same rules as an original probation, except that the employee retains the right of appeal should they be dismissed due to failure of the demotion probationary period.

F. Reinstatement and Reemployment

1. An Appointing Authority may require a former employee who is reinstated or reemployed to complete a period of original probation.

2. An Appointing Authority shall require a former employee who is reinstated or reemployed in a job class, other than a job class the employee has previously held, to complete original probation.

3. If an employee is reemployed within six (6) months of departure in good standing, sick leave accrual balance will be restored and sick leave and vacation will accrue at the same rate as accrued at the time of departure, based on years of County service.