

RULE 19 – Probationary Period

19.1 Purpose. The probationary period shall be utilized for the most effective adjustment of a new employee and for the release of any employee whose performance does not, in the judgment of the Appointing Authority, meet the required standard of performance. It also is valuable in promotions to allow the Appointing Authority an opportunity to evaluate the employee in the new assignment.

19.2 Types of Probation. The only types of probation allowed in County Service are original probation, promotional probation, and transferal probation. At the discretion of the Appointing Authority, an employee may be granted a one step increase upon the successful completion of the probationary period.

A. Original Probation. An original probationary period is six (6) months. Upon request of an Appointing Authority, the Director may establish a longer or shorter period for any class of positions in County Service. In no case will the probationary period for a class be less than ninety (90) days or more than one (1) year. The probationary period for employees of the Sheriff's Department shall be one (1) year.

1. Completion of Probation.

- a. The Appointing Authority shall evaluate a probationary employee and submit a report to the Director prior to the expiration of the employee's probationary period unless the Appointing Authority supplies to the Director, in writing, justification for an extension of the probationary period. If justification is not submitted prior to the expiration of the employee's probationary period, the employee shall be considered to have attained regular status.
- 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 copy of the letter of dismissal.

B. Promotional Probation.

1. An employee who is promoted shall serve a promotional probationary period under the same rules as an original probation, except for Rule 19.2.A.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.

- C. Transferal Probation.
 - 1. An employee who is transferred shall serve a transferal probationary period under the same rules as an original probation, except that these employees retain the right of appeal should they be separated due to failure of the probationary period.
 - 2. An employee who fails to successfully complete transferal probation shall transfer to a vacancy in the current employing agency in the class in which regular status was held immediately prior to the transfer, without the right of appeal. If such a vacancy does not exist, the employee may be separated without prejudice.
- D. Reinstatement and Reemployment.
 - 1. An Appointing Authority may require a former employee who is reinstated or re-employed to complete a period of original probation.
 - 2. An Appointing Authority shall require a former employee who is reinstated or re-employed in a class other than a class the employee has previously held to complete original probation.
- E. Demotion. Except as otherwise provided in these Rules, a demoted employee shall not be required to serve a probationary period in the position to which demoted.