

CHAPTER 9 PROBATIONARY PERIOD

1.0 NATURE, PURPOSE, AND DURATION. Probationary appointments for employees not appointed to law enforcement or corrections positions shall be made with a probationary period of six (6) months of employment, with that period extendable for a time not to exceed an additional six (6) months for good cause as determined by the Administrative Officer. The Probationary Period for law enforcement and corrections positions shall be for twelve (12) months and shall extend beyond 12 months, if necessary, for the officer to satisfactorily complete an approved peace officer training program and also receive a certificate of completion, under Title 53, Chapter 6, Peace Officer Standards and Training Act.

1.1 The Probationary Period shall be an essential part of the examination process and shall be utilized for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work. Any extension to the original Probationary Period shall be communicated in writing to the employee with a copy forwarded to the Office of Personnel Management. Service under a temporary or emergency appointment is not considered as part of the Probationary Period.

2.0 CONDITIONS PRELIMINARY TO REGULAR APPOINTMENT. Regular appointment of a probationary employee shall be based upon an evaluation in writing and shall begin with the date ending the probationary period. Notice of regular appointment shall be furnished to the employee and the County Office of Personnel Management. Continuation in position after the expiration of a probationary period shall constitute merit status.

2.1 All original appointments, promotional appointments, re-employment appointments, and reinstatement appointments are subject to a probationary period as outlined in 1.0.

3.0 The Administrative Officer shall submit, in writing, a performance appraisal and recommendation for appropriate action at least one (1) week prior to the employee's eligibility to be placed on career status. The recommendation shall give reasons for such recommendation. One of the following actions may be recommended by the Administrative Officer:

- A. Recommend, based on satisfactory performance by the employee, that the employee be given career status and the associated pay raise, if any.
- B. Recommend that the employee be dismissed.
- C. In a situation involving a promotion within the department recommend that the employee be demoted or returned to a former position.

D. In a situation involving a promotion between departments, recommend that the employee be dismissed.

E. Recommend, that the employee be put on extended probation. Length and terms of probation shall be included in recommendation.

4.0 PROMOTION DURING PROBATION. The serving of a probationary period shall not of itself prevent a probationary employee from being promoted to a position of a higher classification, provided they are certified from the appropriate register in accordance with the provisions of these regulations. New hires serving the initial probationary period are not eligible for promotional consideration when a department is making an in-house promotion prior to opening a position for recruitment. If within the above limitation an employee is so promoted during a probationary period, the department shall start the probationary period with the effective date of the promotion.

5.0 RECLASSIFICATION OR REASSIGNMENT DURING PROBATION. Except in the manner provided for promotions during probation, an employee shall not be reclassified or reassigned during their probationary period to a higher level grade or salary without competing and being certified from an open register, unless the change is due to a change in the salary as a result of market analysis, or a reevaluation of the original duties of the position.

6.0 DISMISSAL DURING PROBATION. At any time during a probationary period an employee may be separated from the service without the right of appeal or hearing

6.1 A person removed during their probationary period shall not be replaced on the eligibility register without passing another examination in conformity with these regulations, unless this provision is waived by the County Personnel Director, based on individual circumstances.