



### **3.08 PROBATIONARY PERIOD**

#### **Purpose**

Initial, expanded transfer or promotional appointments to a classified position shall include a probationary period, as the final step in the selection process, to determine the employee's merit and fitness for the job. The purpose of the probationary period is to provide supervisors the opportunity to assess general working habits (punctuality, attendance, working relationships, etc.) and to evaluate the employee's ability to meet performance standards.

An employee who demotes to a classification he/she previously held status in will not be required to serve another probationary period for that classification.

Employees in positions exempt from Civil Service under Chapter 4 of the City Charter do not serve a probationary period and may be dismissed at any time for any reason.

#### **Probationary Time Periods**

##### **Probation shall be in effect as follows:**

1. Police Officers - 18 months
2. All other sworn Police classes - 12 months
3. All Fire classes - 12 months
4. BOEC 911 Operators – 12 months
5. COPPEA – 9 months
6. COPPEA Promotion to a higher classification-6 months
7. All other represented classes – 6 months
8. All non-represented classifications – 9 months

#### **Extension of Probationary Period**

A probationary period may be extended upon mutual agreement of the Director and the bureau manager in cases where the employee has been absent for an extended period or where additional review of the employee's performance is required. Some collective bargaining agreements allow for the extension of probation without mutual agreement for absences of one week or more.

#### **Seniority and Probationary Period**

Seniority is based on appointment date and includes the probationary period.

#### **Termination of Employment During the Probationary Period**

A probationary employee in an appointment to a new classification may be dismissed without a statement of cause at any time during probation if, in the opinion of the appointing authority, continuance in service is not in the best interest of the City. The employee is not entitled to any appeal rights.

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A regular employee failing to pass the probationary period upon expanded transfer or promotion to a position in the classified service, shall have return rights to the classification and position most recently held in which the employee formerly held status, unless he or she has been dismissed for cause. If the employee returns to their former classification and position, seniority in the higher classification will be cancelled.

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**Limitations During the Probationary Period**

During the initial probationary period (including any extensions), employees have no rights to a grievance procedure or the Civil Service Board appeal process to contest decisions concerning discipline, layoff or termination.

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**Administrative Rule History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
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Revised July 28, 2003  
Revised July 1, 2004  
Revised July 9, 2007  
Revised October 19, 2010

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