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## **AUHR 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 evaluate the employee's ability to meet performance standards.

Employees who demote to a classification they previously held status in will not be required to serve another probationary period for that classification.

Employees in positions exempt from the Auditor's Civil Service 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. All represented positions in the Auditor's Office – 6 months or as required by any applicable collective bargaining agreement
2. All non-represented classifications – 9 months. A longer probationary period of up to 12 months may be instituted for all non-represented employees in a particular classification or office-wide if authorized by City Auditor

### **Extension of Probationary Period**

A probationary period may be extended by mutual agreement of the City Auditor and the division 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**

Employees in their initial appointment to a new classification may be dismissed without a statement of cause at any time during probation if, in the opinion of the City Auditor or a designee and the employee's division manager, continuance in service is not in the best interest of the Auditor's Office. The employee is not entitled to any appeal rights.

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

## **Limitations During the Probationary Period**

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

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## **Human Resources Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 3.08 Probationary Period.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.