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### 15.1 Probationary Period

- A. All new or re-employed employees in full-time regular positions, shall serve a probationary period of twenty-six (26) full pay periods from the date of appointment ending with the last day of the twenty-sixth (26th) full pay period.
- B. All full-time employees who transfer from one department to another shall serve a probationary period of twenty-six (26) full pay periods from the date of transfer. In addition, all full-time employees who are promoted ~~, except employees that promoted from an entry level flexibly staffed class,~~ shall serve a probationary period of twenty-six (26) full pay periods from the date of promotion ending with the last day of the twenty-sixth (26th) pay period. ~~Employees that promoted from an entry level flexibly staffed class shall serve a probationary period of thirteen (13) full pay periods from the date of promotion ending with the last day of the thirteenth (13th) pay period.~~
- C. All part-time employees shall serve an extended probation period beyond twenty-six (26) pay periods in proportion to the relationship their basic workweek bears to forty (40) hours.
- D. The probationary period may exceed twenty-six (26) bi-weekly pay periods of active duty when the extension is by mutual agreement between the probationer, appointing authority, and the Director of Human Resources. The probationary period extension shall not exceed thirteen (13) bi-weekly pay periods.
- E. Any leave-of-absence with or without pay, military leave-of-absence or jury duty exceeding seven (7) consecutive calendar days shall cause the employee's probation period to be extended by an amount equal to the number of pay periods during which the employee was on the leave-of-absence with or without pay, military leave or jury duty.
- F. There shall be an evaluation of each employee's job performance seven (7) pay periods from the date of appointment to a regular or limited-term position and before any merit increase or every twenty-six (26) pay periods after reaching the top step of the salary grade for the class in which they are employed.
- G. Two (2) pay periods prior to the end of an employee's probation period, the department head shall be advised in writing that the employee's probation period is coming to an end. The department head shall advise the Director of Human Resources in writing, prior to the end of the employee's probation period whether he/shethey wishes to grant permanent status to the employee or terminate the employee's services. This recommendation will be supplemented by a formalized merit rating, which shall be discussed with the employee. The probation period may not be extended except as provided in D above, and an employee who is

permitted by the employee's department head to work beyond the end of the probation period shall be deemed to have passed the employee's probation period.

- H. New and re-employed employees who have not completed their initial probationary period are eligible for promotional examinations. They are not eligible to transfer from one department to another unless the allocated position occupied by that employee is transferred to another department.
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