



## County of San Bernardino PROBATIONARY PERIOD

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During the probationary period, the appointing authority shall review, examine and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of an employee to determine whether the employee is fully qualified for employment in the classification and position to which the employee has been appointed.

### REFERENCES

Current County Memoranda of Understanding (MOU); Personnel Rules

### GENERAL INFORMATION

The length of a probationary period shall be 1,040, 1,600, or 2,080 service hours except as otherwise provided in the appropriate MOU. A mandatory probationary period Work Performance Evaluation (WPE) shall be completed by the appointing authority in accordance with the applicable service hour requirement. *Refer to Probationary Period Exhibit*

The probationary period is completed at the end of the business day in which the employee completes the required number of service hours.

The probationary period will be automatically extended for each hour during which the employee is on military leave or is on leave without pay. In situations where the employee is temporarily performing the duties of a higher-level Job Code Title, is on modified duty or is absent for 80 or more consecutive hours because of occupational or non-occupational injury/illness, the probationary period may be extended at the discretion of the appointing authority. The probationary period may be extended in three (3) pay period increments with a maximum extension of 15 pay periods. The appointing authority shall inform the employee and the Director of Human Resources (HR) of the extension prior to the end of the probationary period.

A transfer of a probationary employee shall initiate a new probationary period, unless waived by the Director of HR or designee. A reassignment of a probationary employee shall not initiate a new probationary period; however, at the discretion of the appointing authority, the probationary period may be extended in three (3) pay period increments with a maximum extension of 15 pay periods. Such extension is in addition to the 15 pay period extension allowed by the Personnel Rules.

If the work or conduct of the employee, who has not attained regular status in another Job Code Title, is found to be below standards the appointing authority shall terminate the employee. Probationary terminations may not be based on political affiliation, unlawful discrimination, or for any other reason proscribed by law. Probationary terminations are not subject to review or appeal unless it is alleged that the termination is based upon one of the proscribed reasons.

A promoted employee who has attained regular status in another Job Code Title and does not successfully complete the probationary period in the promoted Job Code Title shall be returned to the former department and Job Code Title or a comparable Job Code Title without right to review or appeal. An appointment to trainee status underfilling a Job Code Title that would be a promotion is considered an appointment to a promoted class.

Any employee serving a probationary period due to a voluntary demotion has no return rights.

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## **Waiver of Probationary Period**

When an employee is certified for a probationary appointment to a regular position after 30 days of continuous recurrent, extra-help, or provisional service in the Job Code Title, such service may be credited toward completion of the probationary period, provided that the evaluation of work performance was on the same basis and met the same standards included in the evaluation of probationary work performance. An employee who is rehired into a Job Code Title in which the employee previously held regular status may have the probationary period waived. Such waiver is subject to the approval of the Director of HR or designee and the appointing authority.

## **DEADLINES**

Refer to Master Calendar for EMACS Processing

## **RELATED FORMS/PROCEDURES**

Checklist for Promotion or Reclassification   
Checklist for Demotion (Voluntary)   
Checklist for Transfer without Promotion/Lateral Transfer   
Step Advancements  
Work Performance Evaluation (WPE)