

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.: EP 4-4
Revision No.: 5

Effective: 7/31/2025
Review/Revision Date:
4/14/2010, 7/24/2019,
1/25/2023, 07/31/2025

Probationary Period

OVERVIEW: This procedure describes the employment relationship during the initial employment, and following a promotion or transfer.

SCOPE: This procedure applies to all persons employed by the Board except for Board Appointees, Senior Management FRS, Management and Legal Intern, and Temporary (including Unclassified Service) employees.

PROVISIONS:

1. Initial Probationary Period.

- a. Employees shall not be deemed permanent until successfully completing a probationary period of twelve months.
 - i. Every three months during the probationary period, an employee will be evaluated and advised on their work performance by their supervisor.
 - ii. An employee's initial probationary period may be extended by the Department Director or designee after consultation with the Human Resources Department for up to an additional three months. Approval must be in writing, based on documented counseling of the employee and be submitted before the initial probationary period expires.
 - iii. An employee in a probationary period or trainee status may be separated from employment at any time upon approval by the Department Director in consultation with Human Resources. The employee shall not have the right to appeal the dismissal.
- b. **Promotions and Transfers while in an Initial Probationary Period.** An employee will not be eligible to apply for a promotion or transfer until they have completed the first six months of their initial probationary period.
 - i. The probationary period will be calculated based on the remaining portion of the initial probation plus an additional six months.

- ii. An employee's promotional or transfer probationary period may be extended by the Department Director for an additional three months. Approval must be in writing, based on documented counseling of the employee and be submitted to the Human Resources Department before the promotion or transfer probationary period expires.
- iii. An employee in a promotional or transfer probationary period may be separated from employment at any time upon approval by the Department Director in consultation with Human Resources. The employee shall not have the right to appeal the dismissal. The Department Director, in consultation with Human Resources, may elect to place the employee in an open position for which they meet the minimum qualifications.

2. Permanent Employee Promotional Probationary Period

- a. A permanent employee who promotes must complete a six-month probationary period in the new position.
- b. Periodically during the probationary period, an employee will be evaluated and advised by their supervisor regarding work performance.
- c. An employee's probationary period may be extended by the Department Director for an additional three months. Approval must be in writing, based on documented counseling of the employee and be submitted to the Human Resources Department before the transfer probationary period expires.
- d. An employee in a promotional probationary period or trainee status may be separated from employment upon approval by the Department Director in consultation with Human Resources. The employee shall not have the right to appeal the dismissal.
 - i. Exception. Employees who promote within the same department and do not successfully complete the probationary period may be placed in an open position, for which they meet the minimum qualifications, within the department, if such a position is available.
 - ii. A permanent employee who is promoted, promoted to trainee status, or transferred to a different department and who does not successfully complete the transfer or promotional probationary period may be eligible for another County position after consultation with the HR Director if the following factors have been considered.
 - 1. Performance review ratings,
 - 2. Disciplinary history,
 - 3. Ability to perform the job duties,

4. Qualifications to do the work,
5. Availability of position

Employees shall not have the right to appeal this decision.

3. A permanent employee who voluntarily transfers to an equivalent or lower pay grade, in a department where they have never worked, must complete a six-month probationary period. Failure to successfully complete this probationary period would be subject to the above rules. (2.d.)
4. A permanent employee who is reassigned as an accommodation to an equivalent or lower pay grade, in a department and/or position where they have never worked, must complete a six-month probationary period. Failure to successfully complete this probationary period would be subject to the above rules.
 - a. An employee in a probationary period may be separated from employment upon approval by the Department Director in consultation with Human Resources. The employee shall not have the right to appeal the dismissal.
5. A permanent employee who has been transferred to a lower classification as a result of reorganization shall not be placed in a probationary status.
6. An employee shall be entitled to the full benefits and privileges afforded to permanent employees following the successful completion of the initial probationary period.