City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

*Number:*_____ *Effective Date:* 05/04

SUBJECT: **PROBATION AND PROBATIONARY PERIODS**

PURPOSE:

To describe and specify the terms and conditions of probation and probationary periods.

DEFINITION:

Probation is defined as a period of tentative appointment to a position in the City service, during which competence and fitness for that position shall be judged from actual performance on the job.

POLICY:

The probationary period shall be considered a part of the selection process, affording the appointing authority an opportunity to evaluate those factors and qualities which may not have been determined by formal testing procedures.

1. Probation Required - Probationary periods shall be required for all appointments/promotions to regular positions for:

   a. Initial hire into the City service[1]

   b. Promotion in which a change and/or increase in duties and responsibilities has occurred

   c. Inter-departmental transfer (except in case of transfer in lieu of layoff, "bumping", or reorganization)

   d. Reinstatement, if more than three months have elapsed since voluntary termination

   e. Reinstatement, after voluntary demotion

   f. Demotion, if related to job performance

   For appointment to positions of an apprenticeship, intern, or trainee nature, the probationary period shall extend to the length of the prescribed training period or to one year, whichever is greater.

---

[1]*Includes Temporary, Emergency, "Acting", and Special Class employees going to a regular position.*

2. Probation Not Required - Probationary periods shall not be required for:

   a. Appointments of a temporary, emergency or "acting" nature

   b. Promotion within a "series" (e.g. level "1" level "II", or from Trainee level to regular level) when department certifies that employee is successfully performing at the higher level upon promotion (where there is no competitive process)

   c. Intra-departmental transfer

   d. Reinstatement, if no more than three months have elapsed since voluntary termination

   e. Reinstatement, if no more than twenty-four months have elapsed since being laid off as a convenience to the City

   f. Reclassification of occupied position

   g. Demotion, as a convenience to the City

   h. Interdepartmental transfer in lieu of layoff, "bumping", or reorganization

   i. Voluntary demotion (non-performance related)

3. Length of Probationary Periods - Probationary periods shall be from six to eighteen months (13 to 39 pay periods) of continuous service depending on classification and/or employee bargaining unit as noted below.

Bargaining Unit/Classification	Months (Pay Periods)
Public Utility Field	6 (13)
General/Confidential	12 (26)
Refuse	12 (26)
Fire (Firefighter)	12 (26)
Fire (Other Ranks)	6 (13)
Fire (Management)	12 (26)
Industrial Waste Inspector I and II	18 (39)
Management	12 (26)
Police (Police Officer)	18 (39)
Police (Police Sergeant)	12 (26)
Police (Other Ranks)	6 (13)
Police (Management)	12 (26)
Police (Public Safety Dispatchers)	18 (39)

Upon inter-departmental transfer (except in case of transfer in lieu of layoff, "bumping", or reorganization) from one position to another in the same job classification, the probationary period shall be for 6 months (13 pay periods) of continuous service for all classifications and employee bargaining units. Regular part-time appointments shall also follow this schedule

and shall not be affected by the number of hours worked (refer to Employee Transfers Policy I-18).

The actual date set for purpose of probation, merit increases, and performance evaluations is adjusted to the beginning of the pay period following the designated period.

4. Extension of Probationary Periods - An employee's initial probation may be extended, if necessary, for a period not to exceed six months. If extended, such action must be taken during the initial probationary period.

   Any extended period of absence from duty for four continuous weeks (2 pay periods) or more for any reason except scheduled vacations, shall automatically cause a probation period to be extended for a period equal to the period of absence, but in no case can the period be extended beyond six months.

5. Reinstatement of Probationary Period - As a result of a disciplinary action, an employee may have a probationary period reinstated, if necessary, but not for more than six months at any one time. If probation is reinstated, or because an inter-departmental transfer has occurred and a probationary period is required, an employee does not lose any rights which were available to such employee as a non-probationary employee.

6. Performance Reviews - During the probationary period, performance reviews shall be conducted at the appropriate time in conformance with procedures outlined in the policy statement on performance evaluation.

7. Status Upon Completion of Probation - A regular appointment to a position in the City service shall be made upon satisfactory completion of the probationary period. It shall be the responsibility of the appointing authority to initiate appropriate documents to retain or not to retain a probationary employee.

   Unless action is taken by an appointing authority to terminate, demote, or request probationary period extension prior to the end of a probationary period, the probationary employee shall become a regular employee on the first working day following completion of the probationary period.

8. Separation During Probationary Period - If at any time during the probationary period, the appointing authority determines that the employee does not meet City/departmental standards, the employee shall be separated from the position without right of hearing or appeal. The appointing authority does not need good cause and does not need to provide a statement of reasons for this determination.

9. Demotion During Probationary Period - With unsatisfactory performance during a promotional, inter-departmental or transfer probationary period, the appointing authority shall give consideration (prior to termination) to demotion to a position in the employee's previous class, possible return to previous department if applicable, another available position for which qualified, or, lacking an open position, placement on an appropriate eligible list for future

openings. When demoted, the employee shall serve a new probationary period in the new or previously held classification and shall be subject to progressive discipline for performance related issues/problems.

PROCEDURE:

Responsibility		Action
Human Resources Department	1.	Distributes list of employees to receive performance evaluations to department on a monthly basis.
Department Head or Supervisor	2.	Completes Performance Evaluation (Form 130-8) and conducts performance evaluation with employee at specified times (see Performance Evaluation Policy V-3).
	3.	Returns to the Human Resources Department a completed performance evaluation and completed P-2 granting or denying a merit whenever an increase is due.
Human Resources Department	4.	Receives, reviews and files performance evaluation.