



CITY OF VISALIA PERSONNEL POLICY
Policy #110
Probationary Period

I. PURPOSE

The probationary period is the final phase of the selection process. It is used by the City for closely observing an employee's work to determine whether work performance and work-related behavior meets the required standards of the position.

II. POLICY

Unless otherwise specified by Memorandum of Understanding or these policies, employees appointed to regular allocated positions will serve a twelve (12) month probationary period of actual and continuous service. During the probationary period, the appointing authority will review the conduct, ability, efficiency, skill, responsibility, integrity, and effectiveness of an employee to determine whether the employee is qualified for continued employment in the classification and position to which appointed. Periods of time on paid or unpaid leave of absence may extend the probationary period by the number of days the employee is on leave.

At any time during the probationary period, an employee serving an initial appointment may be terminated without cause, without advance notice, and without right of appeal, grievance or hearing.

The probationary period may be extended for a maximum of six (6) additional months, if the Human Resources Division deems that extenuating circumstances warrant such an extension. The department must inform the employee prior to such extension.

An employee who successfully completes the probationary period will be notified that he/she has obtained regular status in City employment.

A. Initial Appointments

Unless otherwise specified by Memorandum of Understanding or these policies, persons appointed to regular allocated positions will be required to satisfactorily serve a probationary period of twelve (12) months prior to achieving regular status in City employment.

B. Promotional Appointments

Upon accepting a promotion, an employee shall serve a new twelve (12) month probationary period in the promotional position, prior to achieving regular status in the promoted position.

Employees promoted within a flexibly allocated class series who have completed the probationary period at the lower level, do not serve a new probationary period in the promotional position.

C. Rejection of Probationary Employee

After the appointing authority has conferred with the Human Resources Division, an employee serving an initial appointment probationary period who fails to meet the



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requirements of the position, will be rejected and terminated from City employment. An initial appointment probationary employee may be rejected without the right to review or appeal, unless otherwise required by law. The City's Discipline policy does not apply to initial appointment probationary employees.

Following notification, an employee who is serving a probationary period in a promotional appointment and fails to meet the requirements of the promotional position, will be rejected. The City will follow the pre- and post-termination process afforded regular employees. At the discretion of the City, the promoted probationary employee may be permitted to return to any vacant lower level position in which the employee has achieved regular status at the salary range and step previously held. If there is no vacancy in such a position, the employee may request his/her name be placed on a reemployment list.

E. Change in Position Other than Through Appointment

A regular employee who is reassigned, reclassified, transferred, demoted, reinstated, or re-employed is not required to serve a probationary period as a result of such action if the skills, knowledge and abilities required to perform the position are similar.

If the employee has probationary status when such change takes place, the employee will retain probationary status until completion of the remainder of that probationary period in the new assignment.

If the skills, knowledge and abilities required to perform the duties of the position to which the employee has been reassigned, reclassified, transferred, reinstated, or re-employed have changed, a new probationary period may be required.

An employee who is rehired must serve a probationary period.

Applicable Laws: Government Code 3304(b)