

Quick Tips

Probationary Employees

CR & CM Bargaining Units -- Memorandum of Agreement (MOA) & Civil Service Rules & COSD Probation Policy 104

How Long is a Probation Period?

How Long is Probation? 12 months. Any employee hired into a classification represented in this bargaining unit (CR & CM) on or after June 28, 2013, shall serve a 12-month probationary period.

Extension of Probation: An employee's probationary period is extended for leaves of absence or doctor-ordered limited duty assignment. Every eight hours leave of absence or limited duty extends the probationary period by one workday. *(See more information on the back of this page)*

How Long to Step Pay Advancement?

CR & CM UNITS MOA ARTICLE 4. Section 14. Step Plan: Employees hired or promoted on or after June 28, 2013, having an appointment to a permanent position certified from an eligible list, who have served in his/her class for at least fifty-two (52) weeks at the respective Step, shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for his/her class.

What's Probation & a Probationary Employee?

Probationary Period: A probationary period is a trial period during which an appointee is required to actually demonstrate the ability to perform the duties and responsibilities of a position following permanent appointment from an authorized employment list.

Probationary Employee: An employee who has been appointed to a permanent position from an eligible list and is currently serving, but who has never completed, a probationary period.

Permanent Employee: An employee who has completed a probationary period or a permanent employee who is serving a probationary period in the same or a different class. An employee is promoting to a higher classification serving a probationary period.

Dismissal Due to Failure of Probation & Your Employees Rights

The Appointing Authority shall dismiss a probationer who is found to be unsatisfactory for or incompetent to fulfill the duties of the position to which he/she is appointed. Probationary employee are at will employees. *(See information on the back of this page for your employee rights on probation)*

It's in the Memorandum of Agreement (MOA)

CR & CM UNIT MOA **ARTICLE 10**

ARTICLE 10. PERSONNEL PRACTICES:

Section 2. Dismissal During Probation: Probationary employees will be given as much notice as is possible of their dismissal during probation either through the performance report or other written notification. In the event that emergency circumstances exist in which the immediate removal of an employee is essential to avert harm to the County or to the public, or in which the employee has threatened harm to the County or public, the appointing authority may remove the employee immediately.

Section 6. Performance Evaluations: All Departments shall follow DHR Policy 1003. "There are two (2) basic types of performance evaluations, Cyclical (Regular Cycle which is mid probation, end of probation, and annually thereafter), and Supplemental evaluations.

Section 5. Safety: The County and the Association agree that safe working conditions are the mutual responsibility of each employee and supervisor. Each employee has the responsibility to immediately report an unsafe working condition to his/her supervisor. The supervisor has the responsibility to investigate an allegation that a working condition is unsafe.

Section 14. Probationary Period: All classifications in the CR & CM Bargaining Units shall have a probationary period of twelve (12) months. Any employee hired into a classification represented in this bargaining unit (CR or CM Unit) on or after June 28, 2013, shall serve a 12-month probationary period.

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Your Employee Rights on Probation: Liberty Interest & Discrimination Rights

Civil Service Rule 4.2.5: A probationary employee does not have the right to appeal the reasons given for his/her dismissal under Civil Service Rule 4.2.5. However, the probationer may have other administrative remedies available with the Civil Service Commission.

Civil Service Rule 4.2.5: Liberty Interest: The probationer has the right to file a request with the Commission for a liberty interest hearing under Civil Service Rule 4.2.5, if the probationer contends that the dismissal violated his/her liberty interest. Liberty interest involves a dismissal for misconduct that stigmatizes an individual's reputation, seriously impairs the opportunity to earn a living or damages the individual's community standing or associations. Separation for incompetence or inefficiency or poor performance does not violate a probationer's liberty interest. A request for a liberty interest hearing must be filed with the Commission within sixty (60) calendar days after the probationer's receipt of the dismissal notice.

Discrimination: A probationer has the right to file a complaint of discrimination with the Commission under County Charter section 901 and Civil Service Rule VI, if the probationer contends that the dismissal was the result of discrimination based on a non-job-related factor. A request for a hearing under Rule VI must be filed with the Commission within sixty (60) calendar days of the alleged discriminatory action.

Extension of Probation: An employee's probationary period is extended for leaves of absence or doctor-ordered limited duty assignment. Every eight hours leave of absence or limited duty extends the probationary period by one workday. Any leave of absence or limited duty assignment of 15 days or less may, however, be credited toward completion of the probationary period upon the written request of the appointing authority and approval of the Director, DHR.



Tip:
Most new county employees pass probation and you can too!



Safety First!



Do Your Best!



Be on Time!



Ask for Help & be Patient!

Call your ASDCE representative for help on any questions or concerns you may have!