

15.1 Probationary Period

- A. All new employees in full-time regular positions, or employees re-employed in full-time regular positions beyond one year from the date of separation from the County, shall serve a probationary period of twenty-six (26) full pay periods from the date of appointment ending with the last day of the 26th full pay period.
- B. All full-time employees who have completed an initial probationary period and transfer from one department to another, or are re-employed in a full-time regular position within one year from the date of separation, shall serve a probationary period of thirteen (13) full pay periods from the date of transfer or re-employment. All full-time employees who have completed an initial probationary period and are promoted shall serve a probationary period of 13 full pay periods from the date of promotion ending with the last day of the 13th full pay period.
- C. All part-time employees shall serve an extended probationary period in proportion to the relationship their basic workweek bears to 40 hours a week.
- D. Any leave of absence (with or without pay), military leave-of-absence or jury duty exceeding seven (7) consecutive calendar days shall cause the employee's probation period to be extended by an amount equal to the number of pay periods which the employee was on the leave-of-absence with or without pay, military leave or jury duty.
- E. Probationary Period Extensions:
 - 1. The promotional probationary period may exceed thirteen (13) full pay periods of active duty when the extension is by mutual agreement between the probationary employee, appointing authority and the Director of Human Resources or when the extension results, in whole or in part, from an employee's leave of absence.
 - 2. The probationary period for all new employees may exceed twenty-six (26) full pay periods of active duty when the extension is by mutual agreement between the probationary employee, appointing authority and the Director of Human Resources or when the extension results, in whole or in part, from an employee's leave of absence.
- F. There shall be an evaluation of each employee's job performance: (a) Seven (7) pay periods from the date of appointment to a regular or limited-term position; (b) Before any merit increase; or, (c) Every 26 pay periods after reaching the top step of the salary range of the class.
- G. Prior to the end of the employee's probation period, the department head shall

advise the Director of Human Resources in writing whether regular status should be granted or services terminated. The recommendation must be supplemented by a formal merit rating which shall be discussed with the employee.

- H. New and re-employed employees who have not completed their initial probationary period are eligible for promotional examinations.