



**City of Vernon, California  
Human Resources Policies and Procedures**

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**SUBJECT:           PROBATION AND TRAINING PERIODS**

**PURPOSE:**

To describe the terms and conditions of probation and training periods.

**A. PROBATION PERIOD (PERMANENT FULL TIME EMPLOYEES ONLY):**

**DEFINITION OF PROBATION**

Probation is defined as a period of tentative appointment to a permanent-full-time position, during which competence and fitness for that position shall be judged from actual performance of the essential functions of the job.

**PROBATION PERIOD POLICY**

The probation 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. Before employees are appointed to their positions on a permanent, classified (i.e. non-at will) basis, such employees must satisfactorily complete a probation period. Failure to meet the performance standards for a position is not considered discipline.

An employee serving a probationary period has no property interest in his or her position until the probationary period is successfully completed, and the employee is considered at-will during the probationary period.

1. Probation required - Probationary periods shall be required for all appointments/promotions to regular full-time classified positions for:
  - a. Initial hire into the City service
  - b. Promotion in which an employee moves from a position in one class to a position in another class with a salary range having a higher maximum rate of pay
  - c. External departmental transfer (except in case of transfer in lieu of layoff, or reorganization)
  - d. Rehire, if more than 12 months have elapsed since voluntary separation

2. **Probation not required** - Probationary periods shall not be required for:
  - a. Appointments of a temporary, emergency, or of an “acting” nature
  - b. Status change in which an employee has no change in duties and responsibilities as a result of changing the number of hours worked per week (e.g. moving between full-time and part-time) within the same classification and department (e.g. Administrative Assistant working 40 hours a week instead of 20 for the same department). In order for this section to apply, the employee must have worked in the classification 1040 hours to satisfy the 6-month probationary period or 2080 hours to satisfy the 12-month probationary period.
  - c. Internal departmental transfer within the same classification
  - d. Reclassification of position
  - e. Internal or External department transfer in lieu of layoff or reorganization
  - f. Voluntary demotion (non-performance related or in lieu of discipline)
3. **Length of Probationary Periods** –
  - a. *General rule:* Probationary periods shall be for 6 months of continuous service in that classification for general employees and 12 months of continuous services in that classification for safety employees.
  - b. *Calculation of start of period.* The actual date set for purpose of calculating the start of the probation period shall be the first date of hire (for a new employee), and for other employees, the first date of the pay period for which the new classification applies (typically the first day of the pay period that starts after the new classification is announced).
4. **Extension of Probationary Periods** –

An employee's initial probation may be extended, at the Department Head's discretion, if necessary, for a period not to exceed 6 months. The Department Head are encouraged to confer with the Human Resources Department prior to taking action. If extended, such action must be taken during the initial probationary period.

Any extended period of absence from duty for 20 working days 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.
5. **Performance Reviews** - Department Heads shall initiate performance evaluations on all probationary employees. These records may be considered in decisions related to employee's eligibility to continue employment during the probationary period.
6. **Status upon Completion of Probation** - A permanent appointment to a position in the City service shall be made upon satisfactory completion of the probationary period. The Department Head shall draft appropriate documents to retain or not to retain a probationary employee. Upon being appointed to a position that is both regular and permanent, an employee has a property interest in the employee's job, thus giving the employee certain rights required by law.

7. **Separation During Probationary Period** - If at any time during the probationary period, including any probationary extension period, the appointing authority determines that the employee does not meet standards for the position, the employee shall be separated from the position without right of hearing or appeal.

Employees who are discharged from probationary positions have the right to return to their former regular position with the City, if any. To have this right, the discharged employee must have held a position with the City for which the employee had satisfactorily completed any probationary period. Except for safety personnel, the former position must be vacant with no incumbent occupying the position previously held by the employee.

## **B. TRAINING PERIOD (PART TIME EMPLOYEES)**

### **DEFINITION OF TRAINING PERIOD**

Training period is defined as a period of training in any part-time position in the City during which competence and fitness for that position is judged from actual performance of the essential functions of the job.

### **TRAINING PERIOD POLICY**

Part-time employees shall serve a 6 month training period. The training period may be extended up to 6 months at the discretion of the Department Head. Failure to complete the training period satisfactorily will result in discharge from the training position. The satisfactory completion of this training period does not give these employees a property interest in their jobs, nor does it in any way alter the employment status of these employees to be anything other than at-will.

### **PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Human Resources Department	1. Distributes list of probationary and training employees to departments on a monthly basis.
Department Head or Supervisor	2. Completes the Probationary or Training Performance Appraisal and provides feedback to employee related to performance or conduct.
Human Resources Department	3. Receives reviews and files Probationary/Training Performance Appraisal.
	4. Consults with City Administrator and as necessary with City Attorney on the application of the policy.