

**City of Riverside, California
Human Resources Policy and Procedure Manual**

Human Resources Director

City of Arts & Innovation

City Manager

Number: I-5 Effective Date: TBD

SUBJECT: PROBATION AND PROBATIONARY PERIODS

PURPOSE:

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

DEFINITION:

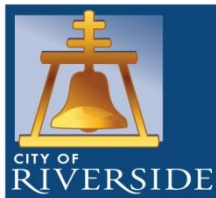
Probation is defined as a period of tentative appointment to a position in the City service, during which competence and fitness for that position shall be judged from actual performance on the job.

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 and promotions to regular positions in the City service including the following:
 - a. Initial hire into the City service¹
 - b. Promotion in which a change and/or increase in duties and responsibilities has occurred
 - c. Reinstatement, if more than three months have elapsed since voluntary resignation. The employee must not have resigned in lieu of discharge.
 - d. Reinstatement, if more than twenty-four (24) months have elapsed since lay-off from City service.
 - d. Demotion, due to unsatisfactory job performance, when a probationary period was not previously completed in the position
2. Probation Not Required - Probationary periods shall not be required for:
 - a. Appointments to at-will, temporary, emergency or “acting” positions

¹*Includes Temporary, Emergency, “Acting”, and Special Class employees going to a regular position.*



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- b. Promotion within a “series” (e.g. level “I” 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. Interdepartmental transfers in the same position
 - d. Reclassification of occupied position
 - e. Demotion, as a convenience to the City
 - f. Demotion, if returning to a previously held position in which a probationary period was completed
 - g. 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.

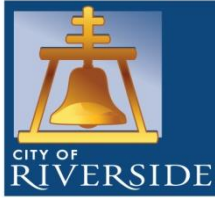
<u>Bargaining Unit/Classification</u>	<u>Months (Pay Periods)</u>
All classified positions, unless otherwise provided	6 (13)
Confidential/General/Management/Refuse	12 (26)
Deputy City Attorney I and II	18 (39)
Fire (All classified positions)	12 (26)
Police (Police Officer, Public Safety Dispatcher)	18 (39)
Police (Lateral Police Officer)	12 (26)
Police (Detective)	6 (13)

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

Regular part-time appointments shall also follow this schedule and shall not be affected by the number of hours worked.

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 probation may be extended, if



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necessary, for a period not to exceed six months. If extended, such action must be taken during the probationary period and be accompanied by a performance improvement plan.

Any period of absence during the probationary period in excess of 160 hours, 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. 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, an employee does not lose any rights which were available to such employee as a non-probationary employee.
6. Performance Reviews – Department Heads are required to initiate records of unsatisfactory performance or conduct by probationary employees. These records will be weighed in decisions related to employee's eligibility to continue employment during the probationary period.
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 – During the probationary period, the appointing authority may terminate the probationary period for any reason without right of hearing or appeal.
9. If an employee fails to complete their probationary period, the employee shall be returned to their previous position, if the employee completed a probationary period in the previous position and maintain property rights. The employee shall be subject to progressive discipline for any misconduct pursuant to the City's Discipline Policy (Human Resources Policy and Procedure III-1).
10. The receiving department should accommodate such property right return requests expeditiously.