



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD

DATE: AUGUST 4, 2025

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: PROBATION AND PROBATIONARY PERIODS (I-5)

ISSUE:

Approve revisions to the Probation and Probationary Periods Policy (I-5).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Probation and Probationary Periods Policy (I-5).

BACKGROUND:

The Probation and Probationary Periods Policy (I-5) was last revised in March 2020. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Probation and Probationary Periods Policy (I-5) has been updated to clearly outline the terms and conditions of probation for each bargaining unit, including when a probationary period is required and when it is not.

The revisions to the Probation and Probationary Periods Policy include changes to specify that employees who voluntarily demote for non-performance or non-disciplinary reasons must complete any remaining probationary time from a prior position if it was not previously completed. If the demotion is to a new, lower-level position not previously held, a full new probationary period is required.

Previously, the policy did not specify the length of probationary periods for all units; it has now been expanded to clearly define the duration of probation for each bargaining unit.

Additionally, the section on extending probationary periods was revised to clarify that any absence exceeding 160 hours (20 working days), excluding scheduled vacations, will automatically extend the probationary period by the length of the absence. For Fire Unit and Fire

Management Unit employees assigned to Suppression, any absence exceeding 10 shifts excluding scheduled vacations or holidays will similarly result in an extension equal to the time missed.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management and the City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

Probation and Probationary Periods Policy (I-5)