



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

Human Resources Director

City Manager

Number: I-5 Effective Date: _

SUBJECT: PROBATION AND PROBATIONARY PERIODS

PURPOSE:

To clearly define 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 assessed 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
 - e. Demotion, due to unsatisfactory job performance, when a probationary period was not previously completed in the position
 - f. Voluntary demotion (non-performance / non-discipline related) - If the probationary period was not completed while the employee held the previous position, the employee will be required to serve a probationary period equal to the amount of time they had remaining at the time they promoted to another position. An employee who voluntarily demotes into a lower-level position not previously held will be required to serve a new probationary period.
2. Probation Not Required - Probationary periods shall not be required for:

- a. Appointments to at-will, temporary, emergency or "interim" positions

¹Includes Temporary, Emergency, "Interim", and Special Class employees promoted to a regular permanent position.

- b. Promotion within a "series" (e.g. level "I" level "II", or from Trainee level to regular level) when "continuous" promotion is allowed and 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 (non-performance / non-discipline related)
 - f. Demotion, if returning to a previously held position in which a probationary period was completed.
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>
Confidential/General/Management/Refuse, Para-Professional, Professional, Supervisory	12 (26)
Deputy City Attorney I & II, and Sr. Deputy City Attorney	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)
Police Supervisory	12 (26)
Police Management (RPAA)	12 (26)
IBEW Wastewater	12 (26)
IBEW Field (non-apprentice)	12 (26)
IBEW Supervisory	6 (13)

For appointments to an apprentice, , 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 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 (PIP).

Any period of absence during the probationary period in excess 20 working days, for any reason except scheduled vacations, shall automatically cause a probation period to be extended for a period equal to the period of absence. Employees in the Fire Unit and Fire Management Unit assigned to Suppression shall have any period of absence (in excess of 10 shifts) during the probationary period extended for a period equal to the period of absence, except for scheduled vacations or holidays.

5. Performance Reviews - Department Heads, or designees, 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.
6. 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.

7. 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.
8. Promoted employees -If an employee fails their probationary period in their promoted position, the employee shall be demoted 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).
9. The receiving department should accommodate such property right return requests expeditiously.