

## Probationary Period

### 341.1 PURPOSE AND SCOPE

To set forth the policy and procedures relating to probationary periods. This policy applies to all employees.

#### 341.1.1 DEFINITION

**Probationary Employee** - A regular or seasonal employee who has not completed the initial probationary period as designated in Ordinance 440, in paid status in a position following initial employment. "Probationary employee" also means a regular or seasonal employee who has not completed the required probationary period as designated in Ordinance 440 (Attachment 1), in a paid status in a position to which he/she has been promoted, transferred or demoted following completion of the initial probationary period.

### 341.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance 440 Section 1(x)

### 341.3 POLICY

Each regular and seasonal employee shall be in an initial probationary status from the effective date of his/her initial employment in a position in a paid status until the required initial probationary period, and any extension, is completed without separation from County employment. Each regular employee with permanent status who promotes, transfers, or demotes to another class must serve a probationary period of 1040 hours.

### 341.4 INSTRUCTION AND COMMENT

#### (a) Initial Probationary Period

1. The length of the initial probationary period depends upon classification and is outlined in Attachment 1. The length of the probationary period is measured by hours served in a paid status and does not include overtime, standby, on-call or military leave of absence.
2. During the probationary period the employee shall be evaluated in accordance with the Performance Evaluation Policy.
3. An employee who serves a probationary period of 12 months will be evaluated four times during the probationary period (2-5-9-11 months).
4. An employee who serves a probationary period of six months will be evaluated at the second and fifth month of employment.
5. Extension of Initial Probation. Beginning June 28, 1990, the initial probationary period of an employee may be extended by the employing department head with the approval of the Personnel Director. Extensions of an initial probationary period are discouraged and must be approved by the Personnel Director or his designee in writing at least 80 hours before the end of the existing initial

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probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances. The initial probation period may be extended in 520 hours increments up to two times. A 1040 hour initial probationary period may be extended once to 1560 hours or twice to a total of 2080 hours. A 2080 hour initial probationary period may be extended once to 2600 hours or twice to 3120 hours. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class to which promoted, transferred or demoted.

#### 6. Initial Probationary Period Affected by Change in Class.

- (a) An employee who has not completed the initial probationary period, and who promotes or transfers to another class, will continue to serve initial probation for 1040 hours following the change. If the class to which the employee promotes or transfers requires 2080 hours initial probation, the employee will serve 1040 hours or the difference between 2080 hours and the number of actual hours in a paid status, whichever is greater, following the change.
  - (b) An employee who has not completed the initial probationary period, and who demotes to another class, will continue to serve initial probation to include the required length of initial probation for the class from the date of the demotion. The employee will be credited for any previous initial probationary hours served in the same class and same department during the current period of continuous service.
- (b) Probation Period of Permanent Employees Following Change in Class or Lateral Transfer
- 1. During the first 1040 hours of service in a paid status following a promotion, transfer or demotion, a regular employee who held permanent status at the time of the promotion, transfer or demotion shall, upon the department head's request, be returned to a position in the previously held classification in the former employment department. If the return involves a change in class, the salary step shall be the same step which the employee held immediately prior to the promotion, transfer or demotion, and the employee's anniversary date will be redetermined based on the number of hours of service the employee had in step at the time of promotion, transfer or demotion. Computation of the probationary period in a paid status does not include overtime, standby, on-call, or military leave of absence.
  - 2. Employees in this situation will be evaluated in the second and fifth month of employment.

Revised: 07/01/1986

Date: 06/01/1992

Attachments:

[1. Initial Probationary Periods.pdf](#)

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## Attachments

## **Initial Probationary Periods.pdf**

**INITIAL PROBATIONARY PERIODS**

Accounting Assistant I/II	1040 hours (approx. 6 months)
Accounting Technician I	1040 hours (approx. 6 months)
Accounting Technician II	2080 hours (approx. 12 months)
Administrative Services Manager	2080 hours (approx. 12 months)
Administrative Supervisor	2080 hours (approx. 12 months)
Air Conditioning Mechanic	1040 hours (approx. 6 months)
Assistant Probation Division Director	2080 hours (approx. 12 months)
Building Maintenance Mechanic	1040 hours (approx. 6 months)
Building Services Engineer	2080 hours (approx. 12 months)
Chief Deputy Probation Officer	2080 hours (approx. 12 months)
Computer Systems Technician	1040 hours (approx. 6 months)
Cook-Detention	1040 hours (approx. 6 months)
County Probation Officer	At will
Department HR Coordinator	2080 hours (approx. 12 months)
Departmental Information Systems Coordinator	2080 hours (approx. 12 months)
Departmental Systems Specialist II	1040 hours (approx. 6 months)
Deputy Probation Officer II	2080 hours (approx. 12 months)
Executive Secretary II	2080 hours (approx. 12 months)
Food Services Supervisor-Detention	1040 hours (approx. 6 months)
Gardener	1040 hours (approx. 6 months)
Group Counselor I (Underfill)	2080 hours (approx. 12 months)
Group Counselor II	2080 hours (approx. 12 months)
Group Counselor III	2080 hours (approx. 12 months)
Group Supervisor/Instructor	2080 hours (approx. 12 months)
House Manager	2080 hours (approx. 12 months)
Human Resources Clerk	1040 hours (approx. 6 months)
Laundry Worker	1040 hours (approx. 6 months)
Lead Maintenance Services Mechanic	1040 hours (approx. 6 months)
Maintenance Painter	1040 hours (approx. 6 months)
Office Assistant II	1040 hours (approx. 6 months)
Office Assistant III	1040 hours (approx. 6 months)
Personnel Clerk	1040 hours (approx. 6 months)
Probation Assistant	1040 hours (approx. 6 months)
Probation Division Director	2080 hours (approx. 12 months)
Secretary I	1040 hours (approx. 6 months)
Secretary II	1040 hours (approx. 6 months)
Senior Accounting Assistant	1040 hours (approx. 6 months)
Senior Cook-Detention	2080 hours (approx. 12 months)
Senior Food Service Worker	1040 hours (approx. 6 months)
Senior Group Supervisor/Instructor	2080 hours (approx. 12 months)
Senior Probation Officer	2080 hours (approx. 12 months)
Senior Stenographer Clerk	1040 hours (approx. 6 months)
Sewing Services Worker	1040 hours (approx. 6 months)
Stenographer Clerk	1040 hours (approx. 6 months)
Stock Clerk	1040 hours (approx. 6 months)
Storekeeper	1040 hours (approx. 6 months)
Substance Abuse Counselor	1040 hours (approx. 6 months)
Supervising Group Supervisor/Instructor	2080 hours (approx. 12 months)
Supervising Office Assistant I	2080 hours (approx. 12 months)
Supervising Office Assistant II	2080 hours (approx. 12 months)
Supervising Probation Officer	2080 hours (approx. 12 months)

(Revised 4/15/98)