

CIVIL SERVICE COMMISSION POLICY

SUBJECT: PROBATIONARY DISCHARGE OF EMPLOYEES WITH PERMANENT STATUS IN ANOTHER CLASSIFICATION	FILED UNDER:	ITEM NO: 1.40 PAGE 1 of 1
APPROVED BY: _____	EFFECTIVE DATE: 5-19-93	
AUTHORIZED SIGNATURE		
NOTES:		

This policy clarifies the reversion rights of permanent classified employees who are discharged during a probationary period after appointment to another classification.

POLICY:

Pursuant to Section 89 of the Civil Service Rules and Regulations, a **permanent** employee who is discharged during his/her probationary period after appointment to another classification "shall be reinstated to the classification in which he/she held status prior to being promoted".

This policy is designed to facilitate permanent employee reinstatement to the classification in which status is held, in the event of probationary dismissal in a new classification. Under the policy, reinstatement to permanent classification may be made on a city-wide basis, without regard to either an employee's previous assignment in a permanent classification, or previously attained grade level.

In all such reinstatements, a vacant position, signified by an open requisition, shall first be sought to accommodate the employee returning to his/her permanent classification. In the event no vacant position(s) is/are available, the permanent employee seeking reinstatement shall, dependent upon seniority, displace the least senior incumbent in the classification.

Should the employee who is seeking reinstatement lack sufficient seniority to displace any incumbent in the classification into which reinstatement is sought, the employee's name shall be placed on a priority list for his/her permanent classification.

Any incumbent employee who is displaced by another employee's reinstatement to the subject classification, under this policy, shall be entitled to have his/her name placed on a priority list for the classification.