

PROBATIONARY PERIODS

Sec. 41. The appointment or re-appointment process to any position in the classified service other than Police Officer, Communications Dispatcher, Firefighter or Marine Safety Officer shall not be complete, nor shall the appointee acquire permanent classified status, until he/she has successfully served either a six-month probationary period which shall total (a minimum of) 1044 SCHEDULED work hours in the position's classification or until he/she has completed an extended probationary period as described in (2) below:

- (1) Individuals appointed to temporary, as needed (seasonal), or hourly positions in the classified service must successfully serve either a six month term of continuous service totaling 1044 SCHEDULED work hours or successfully serve intermittent terms of service, which shall be cumulative, totaling 1044 SCHEDULED work hours before permanent classified status will be earned.
- (2) Upon receipt of an appointing authority's written request to extend an employee's probationary time and written documentation that the employee has not demonstrated the ability to perform at an acceptable level during the first six-months term of service totaling 1044 SCHEDULED hours in an initial or different classification, the Commission may, at its discretion, require an employee to work additional probationary time to demonstrate job proficiency. Extensions of probationary period may be granted by the Commission in three months or 522 SCHEDULED work hours increments, but shall in no instance exceed six months or 1044 SCHEDULED work hours of extended probationary time.
- (3) Appointments to the positions of Police Officer, Communications Dispatcher, Firefighter and Marine Safety Officer shall not be complete nor shall the appointee acquire permanent status until a probationary period of one year totaling a minimum of 2088 SCHEDULED work hours have been served, except for Firefighters who are required to complete a minimum of 2912 scheduled work hours. Extensions of the probationary period for Police Officer, Firefighter, Communications Dispatcher and Marine Safety Officer may be granted by the Civil Service Commission in three month - or 522 SCHEDULED work hour increments, except for Firefighter, where the three month extension is 728 scheduled hours, but shall in no instances exceed six months or 1044 - SCHEDULED work hours of extended probationary time, except for Firefighter, where the six months extension is 1456 scheduled hours, and shall be granted pursuant to subsection (2) above.