Rule 8 - Probationary Period

8.10 Length of Period

No person shall be finally appointed to a regular status in a position in the classified service until he/she has satisfactorily served a probationary period of one year in the case of commissioned personnel, Police Support Officers and Communications Dispatchers, and six months of probationary service in the case of all other non-commissioned personnel.

With the concurrence of the Commission, the appointing authority may waive or modify the probationary period for persons re-employed who have formerly acquired regular status in the class.

8.20 Extension of Probation

The appointing authority may extend the probationary period up to six (6) months. The appointing authority shall notify the Commission of such extension and the general reason therefor.

8.30 Notice of Regular Status

Prior to the completion of the probationary period, the appointing authority shall report to the Commission on the probationer's service and if the probationer has been rejected. The appointing authority shall notify the commission of an employee's successful completion of the probationary period and assignment to regular status.

8.40 Rejection of Probationer

During the probationary period the appointing authority at his/her discretion may reject a probationary employee, if during the probationary period or upon observation or consideration of the performance of duty, or for any other non-discriminatory reason, the appointing authority deems him/her unfit or unsatisfactory for service in the department. The appointing authority shall notify the probationary employee in writing of the rejection. Notice of this rejection shall be given to the Commission.

8.50 Rejection After Promotion

A promotional appointee who is rejected during the probationary period from the position to which he/she was promoted shall be restored to the position from which he/she was promoted or appointed. Seniority and rank are calculated based on the date of the probationary appointment. Should an employee fail to successfully complete the probationary period in the higher rank, the period of time served in the higher rank applies to time in grade in the lower rank.