

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

## PROBATIONARY PERIODS

# Civil Service Adviser



The Civil Service Commission establishes Rules, Policies and Procedures on the definition and administration of Probationary Periods except duration. Duration (length) of the probationary period is found in the applicable collective bargaining agreement covering the classification (job code).

Civil Service Adviser No. 022/2004 covered basic questions on the administration of the probationary period including the definition, when a probationary period is required and how to harmonize the Rules with the Collective Bargaining Agreements. This issue of the Adviser covers additional details on the administration of the probationary period included in the Civil Service Commission Rules.

### CREDIT TOWARDS THE COMPLETION OF A PROBATIONARY PERIOD

The department head/designee may credit time served in another classification or appointment in the same classification towards the completion of the probationary period under certain conditions when an employee:

- 1) is on leave to an exempt, temporary civil service or provisional appointment in another class (job code) under the same department head. Credit to the probationary period may not exceed the time the employee is on leave. Although not required in the Rules, it is recommended that the exempt, temporary civil service or provisional appointment be in the same or related occupational series as the employee's permanent probationary appointment. For example, a probationary Clerk Typist (1424) may take leave of absence to accept a provisional appointment to a Sr. Clerk Typist (1426) position in the same department. The department head/designee may credit the time served in the provisional appointment towards the completion of the probationary period in the Clerk-Typist (1424) position.
- 2) has successfully completed the probationary period in a full-time position in the same class (job code). Such credit may not include probationary time and is limited to ½ the required length of the probationary period. This provision applies to employees who transfer from one department to another, reassign from part-time to full time in the same department or transfer from part-time to full-time in another department;
- 3) has served in the same class (job code) in another department under limited term transfer.

### QUESTIONS:

Department Of Human Resources:  
 Merit System Services 557-4923  
 Employee Relations Division 557-4990  
 Operations 557-4875  
 Equal Employment Opportunity 557-4832

Civil Service Commission 252-3247

### REQUIREMENT TO OBTAIN A LICENSE OR CERTIFICATE

On occasion, the terms of an examination announcement or the particular position, require that prior to the completion of a probationary period, the employee obtain a license or certificate related to the job. Civil Service Commission Rules provide for an extension of the probationary period of up to twelve (12) calendar months to allow the employee time to obtain the necessary license or certificate.

### EXTENSION OF THE PROBATIONARY PERIOD AND SUCCESSIVE PROBATIONARY APPOINTMENT

The Civil Service Commission Rules also provide for the renewal of a probationary period. Renewal of a probationary period is called "Successive Probationary Appointment." A probationary period may be renewed rather than releasing the employee in order to allow the department head/designee additional time to evaluate the employee. Renewal is a seamless process under the Department of Human Resources procedures and requires the concurrence of the department head/designee, the employee and the Human Resources Director. Successive Probationary Appointment may be utilized when there is no provision in the applicable collective bargaining agreement addressing extension of the duration of the probationary period.

### VOLUNTARY RESUMPTION OF THE PROBATIONARY PERIOD

A permanent civil service employee who, after successfully completing the probationary period, is facing dismissal may with the approval of the department head/designee, employee, and the Human Resources Director voluntarily resume a probationary period in lieu of dismissal. Voluntary resumption of the probationary period is limited to not more than six (6) months. Often the voluntary resumption of the probationary period is an element included in a "last chance" agreement. "Last chance agreements" must be of a reasonable length, generally, not more than one (1) year and applicable to the job performance issue that is being corrected. The employee must adhere to the terms and conditions of the agreement of the resumption of probationary period or last chance agreement. Failure to do so may result in further action including release from employment.

Employees released for non-disciplinary reasons under a "last chance" agreement may be reverted to a position in a former class.

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