

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 & County of San Francisco. The Adviser is a summary only. It does not supercede or amend the City's governing documents and policies, the terms of which will control over the content of the Adviser.

## RELEASE FROM PROBATIONARY PERIOD

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 Advisers #22 and #23 covered the basic questions on the administration of the probationary period including the definition, when the probationary period is required and how to harmonize the Rules with the Collective Bargaining Agreements.

This issue of the Adviser covers the Civil Service Commission Rule provisions on release from probationary period.

### FINAL PHASE OF SELECTION PROCESS

As stated in previous Advisers, the probationary period is the final and most important phase of the selection process for permanent civil service employment. The probationary period is to be used by supervisors and managers as the final assessment in determining that employees meet the minimum qualifications of the job and are able to function competently and effectively as civil service employees. Employees serving a probationary period are "at will" and may be released at any time during the probationary period.

Communication between supervisors and employees about job expectations is strongly encouraged. Depending on the department, an employee may, but need not, be offered orientation, training, or some type of progress assessment. Employees should also check with their department to find out what to expect during the probationary period.

Civil Service Commission Rules determine when a probationary period is required. Collective Bargaining Agreements govern the length. However, department heads determine successful completion.

The decision of the department head to release an employee during the probationary period is final.

### NON-DISCIPLINARY RELEASE

The department head may determine that an employee is not a good "match" for the job and release the employee. This is considered a non-disciplinary reason. Employees released from the probationary period for non-disciplinary reasons have NO restrictions placed on their future employment with the City and County of San Francisco. Affected employees may immediately re-apply for positions within the City service.

An employee released from a probationary appointment for *non-disciplinary* reasons also has automatic return rights to a position in the class which the employee held on a permanent civil service basis immediately prior to appointment in the class (job code) from which released (See Adviser # 06 Release from Probationary Period).

### DISCIPLINARY RELEASE

The department head may release a probationary employee for disciplinary reasons. Disciplinary reasons may include violation of City policies and procedures e.g., sexual harassment, workplace violence, insubordination, dishonesty, or any other reason justifying discipline against an employee.

An employee released for disciplinary reasons does not have automatic return rights to a former class. In a disciplinary release, the department head may evaluate the reason for the release and make job-related recommendations on the employee's future employment with the City. These recommendations may range from requiring evidence of subsequent satisfactory work performance outside the City, cancellation of any current examination or eligibility status; restricting employment in a particular department, classification or type of job, (for example a job that requires driving); and, other job related restrictions up to and including no future employment with the City and County of San Francisco.

Recommendations on future employment may be appealed to the Civil Service Commission. The Civil Service Commission may uphold, modify or expand the recommendation of the department head.

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### QUESTIONS:

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