



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – LIST OF
ELIGIBLES**

Subject

Probationary Period

The probationary period is an extension of the examination process during which an employee must demonstrate the ability to perform the duties and responsibilities of the position. During probation, employees shall receive proper instruction, counseling, and assistance in achieving acceptable performance standards.

Persons who receive regular appointments to Department positions shall complete six months probation (twelve months for certain management classes) to qualify as permanent employees.

Note: Absences that exceed seven calendar days, except for vacation or accumulated overtime off, shall not be considered as part of the probationary period. The probationary period is automatically extended for a period equal to the length of the absence.

References:

Civil Service Rules, Sections 1.26 and 526

Administrative Manual, Sections:

- 20-05, Appointment Process
- 20-63, Probation Report, Form 03289
- 80-05, Termination During Probation

Applicable MOUs