

Distributed on September 29, 2022

15.1 Probationary Period

- A. All new or re-employed employees in full-time regular positions, shall serve a probationary period of twenty-six (26) full pay periods from the date of appointment ending with the last day of the twenty-sixth (26th) full pay period.
- B. All full-time employees who transfer from one department to another shall serve a probationary period of twenty-six (26) full pay periods from the date of transfer. In addition, all full-time employees who are promoted shall serve a probationary period of twenty-six (26) full pay periods from the date of promotion ending with the last day of the twenty-sixth (26th) pay period. A probationary period may be extended beyond the 26th by an employee's leave of absence in accordance with sub section D below.
- C. All part-time employees shall serve an extended probation period beyond twenty- six (26) pay periods in proportion to the relationship their basic workweek bears to forty (40) hours.
- D. Any leave-of-absence with or without pay, military leave-of-absence or jury duty exceeding seven (7) consecutive calendar days shall cause the employee's probation period to be extended by an amount equal to the number of pay periods during which the employee was on the leave-of-absence with or without pay, military leave or jury duty.
- E. There shall be an evaluation of each employee's job performance nine (9) pay periods from the date of appointment to a regular or limited-term position and before any merit increase or every twenty-six (26) pay periods after reaching the top step of the salary range for the class in which they are employed.
- F. The Sheriff shall advise the Director of Human Resources whether he/she wishes to grant regular status to the employee or terminate the employee's services. The probationary period may not be extended except as provided in B and D above, and an employee who is permitted by the employee's department head to work beyond the end of the probation period shall be deemed to have passed the employee's probation period.
- G. New and re-employed employees who have not completed their initial probationary period are eligible for promotional examinations. They are not eligible to transfer from one department to another unless the allocated position occupied by that employee is transferred to another department.
- H. The probationary period may exceed twenty-six (26) full pay periods of

Solano County Proposal #8 to Unit 13

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active duty when the extension is by mutual agreement between the probationer, appointing authority and the Director of Human Resources or when the probationary period is extended pursuant to Section 15.1 B and D above. The probationary period shall not exceed thirty-nine (39) full pay periods of active duty.