

ADMINISTRATIVE ORDER NUMBER 2-10

SUBJECT: Flexible Staffing and Probationary Periods for Flexibly Staffed Positions

Responsible Department: Personnel Services

Date Issued: 12-01-1998

Date Revised: 09-18-2019

Approved: *(Signature on File)*

Purpose

To establish uniform guidelines for flexibly staffed classes and guidelines for the probationary period for employees in flexibly staffed classes.

Policy

Flexible-staffing is used to designate classes in a promotional series in which both the entry and journey level classes are assigned the same kinds of duties, the difference being the range of duties performed, the level of skill required, and the amount of supervision received.

Flexible-staffing allows departments to hire at the lower level class in the series, provide on-the-job training, and to promote to the next higher level in the series once the experience requirements have been met, the full range of duties are being satisfactorily performed and upon recommendation by the Appointing Authority (i.e., Department Director).

Employees in flexibly staffed classifications (entry and journey levels) serve a total probationary period of one year.

This policy does not supersede provisions in memoranda of understanding or terms and conditions of employment.

Procedures

In order for classes to be designated as flexibly staffed, the following criteria must be met:

1. The two levels should be assigned the same type of duties and responsibilities permitting the various tasks to be assigned incrementally with employees in the lower level class initially assigned a limited range of duties to be performed under closer supervision. As experience is gained, assignments cover a wider range and a higher level of duties.
2. By the time the experience requirement for promotion into the next level is met, the full range of duties should have been assigned, requiring less supervision. At this

time, if the employee is able to satisfactorily perform the full range of duties of the higher class, and upon recommendation by the Appointing Authority, the employee may be flexed to the higher class. If the employee is unable to demonstrate the ability to perform the full range of duties of the higher class, the employee shall be terminated.

The probationary period for flexibly-staffed classes shall be twelve months, unless otherwise noted in the Salary Resolution.

For classes which allow an employee to “flex” to the journey level after six months of satisfactory service, incumbents shall serve a total combined probationary period of twelve months between both levels. For classes which require one year of satisfactory service before an employee can “flex” to the journey level, incumbents will serve the twelve month probationary period at the entry level.

In accordance with Fresno Municipal Code Section 3-272(d), time spent on any leave of absence, or time during which an employee is unable to perform the full range of duties due to injury or illness whether or not job-related, shall not be part of any probationary period and such time will be added to the probationary period.