

Subject: Probationary Period for Flexibly Staffed Positions—Non-supervisory White Collar Unit	Number: 2-11
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: DAS—Human Resources	Approved:

Purpose

To establish uniform guidelines for the probationary period for employees in flexibly staffed classes in the non-supervisory white collar unit. This section applies to employees in this unit hired on and after October 1, 1989.

Procedures

The function of flexible staffing is to allow an employee in an entry-level class to promote to the journey level as the employee gains experience and skill in the position. Since the interest of the City is in having trained employees at the journey level, performing the duties and being compensated at the higher level, neither the City nor the employee is well served by retaining less qualified employees at entry-level positions. If an employee cannot demonstrate the ability to serve at the higher level, retention is not acceptable.

Employees in classes in flexibly staffed series (entry and journey levels) in this unit serve a total probationary period of one year.

For those classes that have minimum qualifications, which allow “flexing” after six months of service, the second six months of probation is served at the journey level. Employees in classes that require one year of service for flexing will **not** serve an additional probationary period at the journey level. For purposes of this section, “flexing” shall mean promotion to the journey level in a class series through non-competitive examination. (See Administrative Order 2-10 for further information.)

Departments are required to administer performance evaluations during the one-year probationary period. The department must take action to either terminate an employee during the probationary period or complete the required process for flexing **prior** to the employee’s eligibility date, except as provided for in Administrative Order 2-10, or as described below.

Only for those classes with six-month flex periods, an extension of the flex period of up to 90 days may be approved by the Director of Administrative Services, with evidence filed in Human Resources that an employee was given less-than-satisfactory evaluations and counseled on deficiencies. The department shall provide to the employee, in writing, the reasons why no recommendation for the non-competitive qualifying examination is being made prior to the end of the six-month flex period. The employee shall not be flexed until the performance deficiencies are corrected. If the deficiencies remain at the conclusion of the extension, the employee shall be terminated. This extension does not lengthen the overall probationary period.

Consistent with applicable Municipal Code sections and Administrative Orders, flexing of an employee requires certification from the appointing authority that the employee:

- a. Has demonstrated the ability to perform the full range of duties at the journey level assigned to the class;
- b. Meets the established minimum qualifications; and
- c. Has passed a non-competitive qualifying examination.

Salary increases for the journey/working level in the class shall always commence either at the end of the six-month flex period or the end of the probationary period, depending on the series designation. Anniversary dates shall remain constant, except when an employee is recommended for testing and his/her department's recommendation comes prior to either the six-month flex period or prior to the end of the employee's probationary period. (Other exceptions may include anniversary date change due to non-pay status for level usage and/or leave without pay status during probationary periods, or when a flex period is extended due to performance deficiencies.) In all cases, employees must pass the non-competitive qualifying examination prior to promotion to the higher working level.