



PERSONNEL RULES

APPOINTMENTS & STAFFING PROBATION PERIOD / PERMANENT STATUS §2301

Overview: All Tehama County employees must serve an initial probation period, including promotional appointments, within any regularly established classification which has been authorized pursuant to the Board of Supervisors' position allocation list (PAL) resolution.

Applicable to: All employees except elected officials

Definitions: Permanent Status: The status of a regular employee who has no pre-determined end date to employment
Probation Period: A fixed period of time which allows an employer to assess the employee's skills, knowledge, and work conduct before making a final determination regarding an employee's suitability for the position
Probationary Employee: An employee serving an initial probation period
Regular Employee: An employee who has successfully completed an initial probation period

Guidelines: A probation period is considered an extension of the selection process and is the most important phase in the hiring process. The probationary period shall be used by the appointing authority to determine an employee's suitability for permanent status. Throughout the probationary period, the employee's skills, abilities, and overall job performance will be monitored on a regular and consistent basis.

Each employee serving a six month probationary period shall be evaluated in writing by the Department Head or designee no less than two times during probation: once in the first three months, and again in the three to six month period.

For employees serving a twelve month probationary period, the employee shall be evaluated in writing by the Department Head or designee no less than three times during probation: once in the first four months, again in the four to eight month period, and again in the eight to twelve month period. Reference TCPR §7101: Performance Evaluations for additional information on performance evaluations.

Status of Employee

All Tehama County employees will be designated as regular or probationary.

Both regular employees and probationary employees are entitled to the same rights and benefits including, but not limited to sick leave, vacation, holiday, group health insurance, and participation in the retirement plan.

Duration of Probationary Period

Probation periods may vary in length based on the type of work and are defined on the classification specification. Some classifications may require a longer probation period because the duration of the required training is such that it is not possible to adequately evaluate performances within a six month period. Probationary periods shall not be less than a period of six (6) months.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). Employees hired pursuant to conditions and regulations imposed by MSS, will serve a probationary period whose length is defined by the system. The probationary period is used to evaluate the employee's performance and suitability for the position. For MSS employees, the length of the probationary period varies between six (6) months and (12) months depending on the job classification. For more information on probationary periods and the frequency of performance evaluations for MSS employees, reference TCPR §7101: Performance Evaluations and / or the applicable department policy and procedure on performance evaluations and timelines.

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A probationary employee shall be required to complete the balance of his/her probationary period when he/she is restored to employment following a suspension, leave of absence, or because of a lay-off or other displacement.

Time served as an extra-help employee shall not be counted toward the completion of a probationary period.

Dismissal of Probationary Employee

At any time during the probationary period, including a probationary period for a promotional appointment, the probationary employee may be released by the Department Head or designee for any non-discriminatory reason. Employees released during their probationary period shall be without a right of appeal. Employees covered by the state Merit System Services (MSS) program may appeal a probationary dismissal to the California Department of Human Resources as set forth in Cal. Code Regs. Tit. 2, §17045 within 30 calendar days. The appeal must be in writing and include a description of the basis of the appeal and the relief requested. Any time a probationary employee is released, notification of release shall be made in writing to the employee by the Department Head or designee.

A regular employee who is to be displaced by an employee who has failed a promotional probationary period or promotional appointment shall have a right to return to their previous classification.

Probation & Dismissal for Promotions or Appointments to Higher Classifications

All promotional appointments and appointments to a higher classification will be subject to a probationary period. The probationary period is defined by the length indicated on the classification specification.

When an employee's promotion or promotional appointment is terminated during the probationary period, the employee shall either be returned to the previous classification in which the employee successfully completed the probationary period; or be assigned to another vacant classification which is mutually acceptable. Employees who promote to a higher classification without completing the probationary period in the lower classification have forfeited their right to return to the lower classification and therefore, will be considered terminated. Employees in this situation may apply for, but cannot be assigned to vacant positions.

Extension of Probationary Period

At the discretion of the Department Head, an initial probationary period may be extended for a period not to exceed six months. The purpose of the probation extension shall be to allow for a more thorough review and evaluation prior to the

employee attaining permanent status. In addition, an employee's probationary period may be extended by the duration of any leave of absence for ten (10) or more consecutive workdays.

In the event an employee's probationary period is to be extended, the Department Head or designee shall provide written notice to the employee prior to the expiration of the initial probation period. A Personnel Action Form (PAF) documenting the probation extension shall be completed and forwarded to the Personnel Office along with a copy of the employee's notification letter.

Permanent Status

Upon satisfactory completion of the probationary period, an employee shall be given the status of a regular employee. The Department Head or designee shall document the employee's permanent status within the performance evaluation. A signed copy of the employee's performance evaluation shall be forwarded to the Personnel Office to be placed in the employee's personnel file.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head The Department Head or designee is responsible for ensuring the probationary employee receives a performance evaluation in accordance with the guidelines outlined in TCCR §7101: Performance Evaluations. In the event a probationary employee is released, and the employee exercises their right to return to a former classification to which they held permanent status, the Personnel Director shall be notified.

In the event the employee's probation period is extended, the Department Head or designee shall provide the employee with written notification. A copy of the written notification should be forwarded with a PAF to the Personnel Office.

In the event the employee is released during their probation period, the Department Head or designee shall provide the employee with written notification. A copy of the written notification should be forwarded with the completed separation packet to the Personnel Office.

Personnel Office The Personnel Office will be responsible for reviewing performance evaluations, personnel action forms and written notification. In addition, the Personnel Office may provide guidance to the department and / or employee.

Required Forms: Personnel Action Form (PAF), Performance Evaluation

References: Cal. Code Regs. Tit. 2, §17045; TCCR §7101: Performance Evaluations; MOUs

Effective Date: July 21, 2020

Revised: March 19, 2024

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.