

APPOINTMENTS**1.2.3****C. PROBATIONARY APPOINTMENTS**

All original and promotional appointments shall be tentative and subject to successful completion of a probationary period of not less than one year of actual and continuous service. The probationary period for safety employees (sworn police and fire personnel) shall not be less than one year of actual and continuous service after completion of safety academy training. The probationary period will be automatically extended for all approved unpaid leaves of absence of thirty (30) days or more taken during the period for the time equivalent to the length of the leave of absence.

The probationary period shall be part of the testing process and shall be utilized for observing the employee's work. Probationary employees are at-will employees who do not have property or vested rights in their positions with the City.

During the probationary period, an employee may be rejected at any time by the appointing authority without cause and without right of appeal, or grievance or hearing.

Only if the service of the probationary employee has been satisfactory to the Department Head, the appointing authority, prior to expiration of the probationary period, shall submit a satisfactory performance evaluation to the Office of Human Resources.

Upon the recommendation of the Department Head, the HR/Risk Management Director, may also opt to extend an employee's probationary period by a maximum period of six (6) months past the end of the initial probationary period.

The Department Head recommending an extension must file his/her recommendation in writing with the HR/Risk Management Director prior to expiration of the probationary period. The HR/Risk Management Director will notify an employee of either recommendation prior to the expiration of his/her probationary period.

An employee shall be granted permanent status unless he/she is notified in writing of an extension of probation or rejection prior to the end of probation.