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PROBATIONARY EMPLOYEES

A **probationary employee** is defined as an employee initially hired in an entry level, **classified** position, or an employee who is in the classified service, but who has been promoted, advanced or changed in the classification and who has not completed the probationary period provided in subsections 9.2 and 9.3 of the Civil Service Rules.

What is the required length of a classified employee's probationary period?

Upon the initial appointment or advancement to the below listed positions, the length of the probationary period shall be as follows for classified employees:

CLASSIFICATION	LENGTH OF PROBATIONARY PERIOD
Police Officer	Not less than 18 months nor more than 24 months
Fire Fighter	12 Months
Identification Technician I	12 Months
Communications Operator	18 Months
All Other Classified Positions	12 Months

Note: Unclassified, Part-Time, and Temporary employees do not serve a probationary period.

What happens if an employee is promoted from a position in which he or she holds permanent status?

If it is a position that is not listed above, the employee would have to serve a probationary period that varies from six months to one year.

What happens if an employee is promoted, but did not attain permanent status in the lower position?

The employee would have to serve the full length of the probationary period that corresponds with the newly promoted position.

What happens if an employee fails to meet the minimum standards of the job during the probationary period?

The Department Director can either terminate the employee or extend the employee's probationary period for whatever length of time (1, 3, 6 months, etc.) beyond the probationary period that he deems necessary for the employee to meet the minimum standards of the job.

Who Has the Authority to Extend An Employee's Probationary Period?

In accordance with Civil Service Rule 9.6, "No probationary period shall be extended beyond the time limit set forth in this rule, **except upon approval of the Board.**"

How Is An Employee's Probationary Period Extended?

Whenever an employee's performance demonstrates that he/she does not meet the minimum standards of their job, the Department Director can either end an employee's employment if said employee has no former position for which permanent status was attained (a position he or she could return to) OR request to extend the employee's probationary period. If the decision is to extend the employee's probationary period, the

Department Director would prepare and send to the Executive Secretary a written request to extend the employee's probationary period. Attached to the request shall be a memo indicating the reason for and length of the extension, which is to be signed by the employee. Upon receipt of these two documents [**preferably at least two (2) months prior to the probationary period ending**], the Executive Secretary will provide written notification to the Department Director as to when this item would be placed on an upcoming agenda. Affected employees are **required** to be present at the meeting when the matter is discussed. Subsequent to hearing discussion from the Department Director, the employee, and/or other witnesses, the Board would vote whether to approve or disapprove the Department's request to extend the employee's probationary period. **NOTE: Bear in mind that if an employee objects to the extension of his/her probationary period and the Board votes in favor of the employee, the Department still has the right to terminate the employee prior to the probationary period expiring.**

What happens if an employee is dismissed during his/her probationary period?

The employee would receive a letter of dismissal signed by the Department Director and approved by the Employee Relations Director. It is important that the employee **receives** the disciplinary letter prior to the probationary period expiring, if not, the employee would be deemed permanent in his/her classified position.

What happens if an employee was promoted to a position, but did not perform well during the probationary period?

The employee will be returned to his or her former position. Civil Service Rule 9.5 states that "no employee, serving a probationary period in a position to which he/she was promoted, shall be discharged within such probationary period but shall only be reduced to the classification in which he/she has permanent Civil Service status".

Can a probationary employee vote in a Civil Service Board election?

Yes. Probationary employees hold classified positions and everyone who is a classified employee or previously held classified service is eligible to vote. **[NOTE: Some employees have attained permanent, classified status prior to changing over to the unclassified service. Such ones would be eligible to vote].**

How are employees affected when their probationary periods are extended?

An extension of an employee's probationary period affects the employee's seniority in terms of points awarded during promotional processes and retirement.

Do probationary employees have Civil Service rights?

No. An employee attains Civil Service rights after completion of the probationary period has been satisfied.

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