

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Probation Period & Regular Status		Number: 22-21
		Effective Date: 6/18/2024
Departments Affected: All		Supersedes (Number/Date): 22-21 10/17/2023
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 6/18/2024	

Overview: All City of Red Bluff employees must serve an initial probation period, including promotional appointments, within any regularly established classification which has been authorized pursuant to the Human Resources position allocation list (PAL).

Applicable to: All full-time, regular employees except elected officials and Department Heads.

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 regular status. Throughout the probationary period, the employee’s skills, abilities, and overall job performance will be monitored on a regular and consistent basis.

Every employee shall be evaluated in writing and given a meeting by their supervisor in partnership with the Department Head, or designee. This evaluation will take place six (6) months from the hire/promotion date. Evaluations can be given more often if deemed necessary by Supervisory staff. Reference AP&P 22-19: Evaluations for additional information on performance evaluations.

Status of Employee

All City of Red Bluff permanent full-time employees (excluding At-Will Department Heads) will be designated as regular or probationary. Part-time, extra-help and seasonal staff cannot be classified 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

All full-time regular classifications are subject to a probation period of twelve (12) months. 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 twelve (12) month period. A probationary period for a classification can be extended by the City Council only by resolution. Any classification with a probationary period longer than twelve (12) months will be

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notated in the classification specification and job posting.

A probationary employee shall be required to complete the balance of their probationary period when they are restored to employment following a suspension, leave of absence, or because of a lay-off or other displacement.

Time served as a part-time/seasonal 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 job performance-based reason. Under no circumstances shall an employee be released from probation for any discriminatory reasons or as retaliation. Employees released during their probationary period shall be without a right of review of any kind, unless proof of violation of the law or policy is presented to Human Resources within five (5) business days. 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 the 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 twelve (12) months unless indicated in 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 are promoted 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.

Flexibly Staffed Positions

Promotions within a single allocation on the Position Allocation List (PAL) (i.e. Account Clerk I to II or Maintenance Worker to Sr. Maintenance Worker) will be subject to a twelve (12) month probationary period just as with any other promotion to a higher classification.

Regular Status

Upon satisfactory completion of the probationary period, an employee shall be given the status of a regular employee. The Human Resources Department shall document the employee's permanent status on the Personal Action Form (PAF). A signed copy of the employee's PAF shall be forwarded to the Human Resources Department to be placed in the employee's personnel file.

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