



PROBATIONARY AND TRIAL SERVICE PERIODS

Probationary Periods

Personnel Rules 4.2.10 (A) provides that "Upon initial appointment to position in the classified service, an employee must complete a 12-month probationary."

SMC 4.04.290 provides that "(A.) Occasional absences due to illness, vacations, jury duty, and military leaves shall not result in an extension of the probationary period; however, in the case of numerous or long term absences, the Seattle Human Resources Director may extend an employee's probationary period to include the equivalent of 12 full months of actual service, consistent with applicable law. (B.) The probationary period is a continuation of the selection process, and shall provide the department with the opportunity to observe a new employee's work, to train and aid the new employee in adjustment to the position."

Personnel Rules 1.3.2 (E) provides that "The appointing authority may suspend, demote or discharge a probationary employee without just cause. A written statement of any such action shall be provided to the Seattle Human Resources Director and the Civil Service Commission."

Trial Service Periods

Personnel Rules 4.1.7 (A) provides that "An employee who has satisfactorily completed a probation period and is subsequently promoted or transferred to a position in another classification shall serve a 12-month trial service period in the subsequent position. An employee's trial service period may be extended up to 3 additional months by written mutual agreement between the department and employee, subject to approval by the Seattle Human Resources Director prior to expiration of the trial service period."

Personnel Rules 4.1.7 (B) provides that "The trial service period shall provide the department with the opportunity to observe the employee's work and revert such an employee without just cause. Employees who have been reverted during the trial service period shall not have the right to appeal to the Civil Service Commission."

Reversion to Former Position

Personnel Rules 4.1.7 (C) provides that "(1.) An employee who has been appointed from one classification to another classification within the same or different department and who fails to satisfactorily complete the trial service period shall be reverted to a vacant position within the former department (if applicable) and classification from which they were appointed. Where no such vacancy exists, such employee shall be given 15 calendar days' written notice prior to being placed on a Reversion Recall List for their former department and former classification and prior to being removed from the payroll."

Subsequent appointments

Personnel Rules 4.1.7 (D) provides that "(1.) If a probationary employee is subsequently appointed in the same classification from one department to another, the receiving department may, with approval of the Seattle Human Resources Director, require that a complete twelve (12) month probationary period be served in that department. If a regular employee or an employee

who is serving a trial service period is subsequently appointed in the same classification from one department to another, the receiving department may, with the approval of the Seattle Human Resources Director, require that a twelve (12) month trial service period be served in that department. (2.) If a probationary employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12) month probationary period in the new classification, not to exceed a total of 24 months of probationary employment. If a regular employee is subsequently appointed to a different classification in the same or different department, the employee shall serve a complete twelve (12) month trial service period in the new classification. (3.) Within the same department, if a regular employee is appointed from a lower classification for which he or she is serving a trial service period to a higher classification in a closely related field, the trial service period for both classifications shall overlap. The employee shall complete the term of the original trial service period and be given regular status in the lower classification, and then serve out the remainder of the 12-month trial service period in the higher classification. (4.) Within the same department, if a probationary employee is regularly appointed from a lower classification to a higher classification in a closely related field, the probationary period and the new trial service period for the higher classification shall overlap. The employee shall complete the term of the original probationary period and be given regular standing in the lower classification and then serve out the remainder of the 12-month trial service period in the higher classification.”

I have carefully read and understand this document.

Employee Signature

Date

Employee Name (Printed)

Serial Number