



# Probationary Period

## How long is the probationary period?

For each employee's probationary period see the applicable MOU. The probationary period includes regularly scheduled hours worked, including legal holidays and excluding time off or overtime.

## When can an extension or release from the probationary period occur?

Extension of and release from a probationary period must be completed before the probationary period end date. Probationary releases may happen at any time during the expected/adjusted probationary period upon written notice to the employee.

### Types of Probationary Release

- **Non-disciplinary** – For entrance probationary employee
  - No restrictions on future employment with CCSF
  - Candidate has no appeal rights and the decision is final
- **Disciplinary** - For entrance or promotive employee when release is for misconduct
  - Department may impose employment restrictions
  - Employee may appeal restrictions to the Civil Service Commission (CSC)
  - CSC may modify employment restrictions or impose additional restrictions on future employability, but may not reverse the department's decision to release the candidate
- **Automatic Reversion (Non-disciplinary)** – For probationary employee in permanent promotive appointment
  - Automatic rights of reversion to previous permanent civil service class from which promoted
  - If necessary, displacements in the former class shall occur

### Reasons for Probationary Extension

- A change in the employee's supervisor during the probationary period resulting in the current supervisor not having enough time to evaluate the employee's work
- Inability to fully assess employee's performance based on a change in duties (e.g., added requirement for employee to obtain training in new protocol) or because some duties are cyclical
- Performance-related deficiencies that can be corrected with additional training in a reasonable timeline
- More time is needed for required license(s) or certificate(s)
- Other special circumstances in which additional time would allow the department to fully assess the employee's performance or enable the employee to correct a deficiency