

SPB RULE 322 HIGHLIGHT: PROBATIONARY PERIOD REQUIREMENTS

Probationary period requirements for permanent appointments from an appointment list, or reinstatement, or by demotion, or by transfer.

REQUIRED PROBATIONARY PERIODS

- First permanent appointment
- Promotion on a permanent basis
- Permissive reinstatement after a permanent separation of more than 11 working days excluding holidays.

PROBATIONARY PERIODS WHICH MUST BE COMPLETED

- Transfer to same class to another department and probationary period was not yet completed in the losing department. (Note: Departmental policy may require serving a new probationary period.)
- Transfer or permissive reinstatement without breaks in service to a different class that is substantially the same and probationary period in old class not yet completed. (Note: Departmental policy may require serving a new probationary period.)
- Mandatory reinstatement and probationary period not yet completed.
- Transfer under same appointing power to same class and probationary period not yet completed.
- Appointment from any reemployment list under the same appointing power and employee has not yet completed the probationary period for the class of layoff.

PROBATIONARY PERIOD WHICH MAY BE WAIVED DEPENDING ON DEPARTMENTAL POLICY

- Transfer to same class in another department and probationary period has been completed in the losing department.
- Transfer or permissive reinstatement without a break in service to a different class that is substantially the same and the probationary period has been completed in the old class.
- Appointment from a general reemployment list to the same class in which the employee completed the probationary period, but under a different appointing power.

PROBATIONARY PERIOD WHICH CANNOT BE REQUIRED

- Mandatory reinstatement and probationary period has been completed.
- Transfer under same appointing power to another position, same class and probationary period has been completed.
- Appointment from a reemployment list of an employee who completed the probationary period in the class of layoff.

NOTE: A probationer is considered to have permanent status, if he/she has completed a probationary period in another class or in the same class without a break in service.

ELIGIBILITY

PERMISSIVE ELIGIBILITY -[A02 Transactions]

- Transfer
- Voluntary Demotions
- Reinstatements
- Emergency Appointments
- Retired Annuitant Appointments

MANDATORY ELIGIBILITY - [A03 Transactions]

- Appointment to same or different class based on a Right of Return.
- Termination of a limited term, TAU and emergency appointment, when the employee has prior permanent status and since that status there has been no break in service.
- Termination of a Training and Development Assignment.
- Rejection during a probationary period, when the employee has prior permanent status and since that status there has been no break in service.
- Termination of Career Executive Assignment (CEA).
- Medical action under G.C. 19253.5.
- Termination of a leave of absence.
- Termination of an exempt appointment, when the employee has prior permanent status and since that status there has been no break in service.
- Return from Disability Retirement.