

CIVIL SERVICE COMMISSION POLICY

SUBJECT: EXTENSION OF PROBATIONARY PERIOD	FILED UNDER:	ITEM NO: 1.01 PAGE 1 of 2
APPROVED BY: _____		EFFECTIVE DATE: 5-19-93
AUTHORIZED SIGNATURE		
NOTES:		

This policy establishes criteria which will be used to evaluate departmental requests for extension of probationary periods under the auspices of Section 41, subsection (2) of the Civil Service Rules and Regulations.

POLICY:

Section 41, subsection (2) provides the vehicle by which a department may request the extension of an employee's probationary period, if that employee has not demonstrated the ability to meet performance standards during the initial probation term. Upon receipt of such a request, the Civil Service Commission may allow an employee to work additional probationary time. However, requests for extension of employee probationary periods must be complete and documented in order to assist the Civil Service Commission in its review of the request. First, the request should contain a statement of the problem, including specific reasons for the request. Second, the request should contain rationale regarding how and/or why it is believed that extension of probation may allow the employee to complete probation satisfactorily. All requests must be submitted at least one month prior to the employee's completion of the initial probationary period and are **NOT** subject to retroactive consideration, i.e. after initial probation is completed.

Examples of acceptable rationale for requesting the Commission to extend probationary periods are covered below:

1. **INABILITY TO MEET PERFORMANCE STANDARDS**

Extension of the probationary period may be authorized as indicated below if the employee has been unable to meet performance standards required by the job.

- A. Completion of institutional or technical training
 - 1) An instance where licensing, certification, language proficiency, or other documentation is required prior to making a permanent appointment.
 - 2) An instance where the waiting period for the next available institutional or training class exceeds the probationary period.

- 3) An instance of a probationary employee placed on medically certified, modified duty status, wherein he/she is not performing the full range of a classification's duties.

B. Skill Acquisition

- 1) An instance where the probationary training program was insufficient because of lack of work, materials or other unforeseen physical limitation(s) of the job itself (not the employee).
- 2) An instance where the unavailability of adequate supervision affected the employee's acquisition of the necessary specialized or technical skills.

Requests for extension of an employee's probationary period will **NOT** normally be approved for reasons related to the following:

(Examples only)

1. A failure to conduct timely probationary performance appraisals.
2. A desire to extend a probationary period for disciplinary purposes.
3. Requests for an option to review an employee's performance a while longer with no basis for the request.

Appropriate documentation such as performance evaluations, training plans, and any other pertinent information should accompany the request for extension of probation.