

MEMORANDUM

REVISION 35 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: February 5, 2018

SUBJECT: Amendment to Career Service Rule 5-34(B) Employment Probationary Status

The amendment to Career Service Rule 5-34(B) was approved by the Career Service Board on February 1, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

<u>Page Number to Remove</u>	<u>Page Numbers to Insert</u>
Page 5-7 Page issuance date: May 12, 2017	Page 5-7 Page issuance date: February 5, 2018

B. Duration of employment probation:

Except as provided below, the minimum period of employment probation shall be six (6) months.

1. The minimum period of employment probation for employees in Deputy Sheriff and County Court Marshal classifications shall be twelve (12) months. (Revised February 5, 2018; Rule Revision Memo 35D)
2. The minimum period of employment probation for employees in the Aviation Emergency Dispatcher, Emergency Communications Operator, Police Dispatcher, and Staff Probation Officer classifications shall be nine (9) months.

C. An employee's end of probation date shall be calculated by adding the required amount of months (six, nine or twelve months) to the employee's hire date and subtracting a day.

D. Required training:

1. All Career Service employees serving employment probation are required to complete training programs during their probationary period that address the following topics:
 - a. New employee orientation;
 - b. Ethics and accountability;
 - c. Preventing harassment and workplace violence; and
 - d. Any other training required by the DRMC and applicable Executive Orders.
2. Employees appointed or re-allocated to positions with supervisory or managerial duties are required to complete new manager training that addresses the following topics:
 - a. The performance review program and performance reviews; (Revised May 12, 2017; Rule Revision Memo 26D)
 - b. Preventing harassment and workplace violence (for managers); and
 - c. Employment laws, the Career Service Rules, and discipline.

Employees who are serving employment probation as a result of being appointed to a position with supervisory or managerial duties are required to complete the required supervisory training during their probationary period.