

**MEMORANDUM**

**REVISION 40 SERIES D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** May 22, 2018

**SUBJECT:** Amendment to Career Service Rule 5-34 – Employment Probationary Status

The amendment to Career Service Rule 5-34 was approved by the Career Service Board on May 17, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

| <b><u>Page Numbers to Remove</u></b>              | <b><u>Page Numbers to Insert</u></b>         |
|---|--|
| Page 5-7<br>Page issuance date: May 12, 2017      | Page 5-7<br>Page issuance date: May 22, 2018 |
| Page 5-8<br>Page issuance date: November 18, 2015 | Page 5-8<br>Page issuance date: May 22, 2018 |
| Page 5-9<br>Page issuance date: November 18, 2015 | Page 5-9<br>Page issuance date: May 22, 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.
2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Technician, 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:

(Revised May 22, 2018; Rule Revision Memo 40D)

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 public accountability;
  - c. The Respectful Workplace: Employee Edition, which includes workplace violence prevention;
  - d. Sexual harassment prevention;
  - e. STARS – Denver City values;
  - f. Workday – the City's HR and financial information system;
  - g. Performance management – performance reviews and goal setting; and
  - h. Any other training required by the employee's department or agency, the DRMC, and/or applicable Executive Orders, that are clearly communicated to the employee.

2. Employees appointed or re-allocated to positions with supervisory or managerial duties are required to complete, in addition to the training listed above, new manager training that addresses the following topics:
  - a. The Respectful Workplace: Manager Edition, which includes workplace violence prevention;
  - b. Employment laws, the Career Service Rules, and discipline;-
  - c. Workday training for those who manage others; and
  - d. KRONOS timekeeping.

Employees who are serving employment probation in a position with supervisory or managerial duties are required to complete the required supervisory training during their probationary period.

Employees who are not serving employment probation, but are appointed or re-allocated into a position with supervisory or managerial duties, must complete the required supervisory training within ninety (90) calendar days of their appointment or re-allocation.

3.
  - a. Employees who completed the required training within the three years prior to the effective date of appointment are not required to take that training again.
  - b. All employees will be expected to complete refresher training on certain training topics.
4. City departments and agencies are expected to make sure their employees meet the training requirements of this rule.

E. Extension of employment probation:  
(Revised May 22, 2018; Rule Revision Memo 40D)

Appointing authorities may extend an employee's employment probation for a period not to exceed an additional six (6) months after the original end of probation date. Notice of the extension shall be given to the employee and received by the OHR prior to the employee's end of probation date.

Employment probation for employees in the Aviation Emergency Dispatcher, Emergency Communications Operator, Police Dispatcher, and Staff Probation Officer classifications may only be extended for a period not to exceed an additional three (3) months after the original end of probation date.

F. End of employment probation:  
(Revised May 22, 2018; Rule Revision Memo 40D)

1. Supervisors are encouraged to evaluate employee performance and discuss it with the employee during the employment probationary period so that employees are fully informed of their progress.

2. An employee's successful completion of an employment probationary period shall be documented by the department or agency and the documentation shall be sent to the employee and OHR.
3.
  - a. If a department or agency is going to separate an employee during employment probation, a written notice of separation or dismissal shall be given to the employee on or before the employee's last day of employment probation and last day as a City employee.
  - b. An employee who has completed the required employment probationary period and the training programs required by this rule shall attain career status unless a written notice of the extension of the employee's employment probation, or of the employee's separation or dismissal, has been given to the employee and has been received at the OHR prior to the end of the employment probationary period.
- G. An employee serving employment probation may be separated in accordance with Rule 16 **DISCIPLINE AND DISMISSAL**, or demoted to a position with less responsibility in accordance with this Rule 5.
- H. An employee who is appointed to another position during employment probation shall begin a new employment probationary period.

#### 5-35 Career Status

- A. Employees attain career status through:
  1. Successful completion of-the employment probationary period, and the training programs required by this Rule 5; or
  2. Re-instatement after lay-off.
- B. An employee in career status:
  1. May only be disciplined or dismissed for cause, in accordance with Rule 16 **DISCIPLINE AND DISMISSAL**;
  2. Is entitled to lay-off protection specified in Rule 14 **SEPARATION OTHER THAN DISMISSAL**, except for employees in limited positions; and
  3. May have continuous service credits earned prior to lay-off restored if such employee is re-instated or re-employed while still on the re-instatement list.