

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Probationary Periods		CHAPTER/SECTION NO.: 22.19	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b>** See Master File SHERIFF</b>	
STANDARD NUMBER: 32.2.10			

## 22.19 Policy

- 22.19.1 All probationary appointments shall be made with a probationary period of six (6) months of employment, with that period extendable for a time not to exceed an additional six (6) months for good cause as determined by the Sheriff and approved by the Director of Human Resources.
- 22.19.2 The probationary period shall be an essential part of the examination process and shall be utilized for the most effective adjustment of a new employee.
- 22.19.3 Law Enforcement and Correction positions shall have their probationary period begin upon the date of hire and continue for six (6) months after they become State certified to function in their respective position.
- 22.19.4 Probationary period for Law Enforcement, and Correction positions shall not exceed twelve (12) months. Individuals who already have State certification when hired will follow the regular six (6) month probation period rule.
- 22.19.5 Any extension to the original probationary period shall be communicated in writing to the employee with a copy forwarded to the Department of Human Resources.
- 22.19.6 Regular appointment of a probationary employee shall be based upon an evaluation in writing and shall begin with the date ending

the probationary period. Notice of regular appointment shall be furnished to the employee and the Human Resources Department. Continuation in the position after the expiration of a probationary period shall constitute merit status.

22.19.7 All original appointments, promotional appointments, re-employment appointments, and reinstatement appointments are subject to a probationary period. The probationary period for general County employees is six (6) months, but may be extended as outlined in Section 22.19.2.

22.19.8 The Sheriff shall submit in writing an evaluation and recommendation for appropriate action at least two (2) weeks prior to the employee's eligibility to be placed on career status. One of the following actions may be recommended by the Sheriff.

1. Recommend, based on satisfactory performance by the employee, that the employee be given a career status and the associated pay raise, if any.
2. Recommend, based on unsatisfactory performance, that the employee be dismissed.
3. If the probation is the result of a promotion within the Office recommend that the employee be demoted (from the promoted position) and returned to the former position.
4. Recommend, based on performance, that the employee be put on extended probation. Recommend will include reasons for the action.

22.19.9 **Promotions During Probation**

- A. The serving of a probationary period shall not of itself prevent a probationary employee from being promoted to a position of a higher classification,

provided the employee is certified from an appropriate register in accordance with the provisions of the County Personnel Policies and Procedures Manual.

- B. New hires serving the initial probationary period are not eligible for promotional consideration when a department is making an in-house promotion prior to opening a position for recruitment through the Department of Human Resources. If within the above limitation an employee is so promoted during a probationary period, the department shall start the probationary period with the effective date of the promotion.

**22.19.10 Reclassification or Reassignment During Probation**

- A. Except in the manner provided for promotions during probation, an employee shall not be reclassified or reassigned during their probationary period to a higher level grade or salary without competing and being certified from an open register, unless the change is due to a change in the salary as a result of market analysis, or a re-evaluation of the original duties of the position.

**22.19.11 Dismissal During Probation**

- A. At any time during a probationary period, an employee may be separated from the service without the right of appeal or hearing. Dismissal during the probationary period requires the concurrence of the Director of Human Resources.
- B. A person removed during his/her probationary period shall not be replaced on the eligibility register without passing another examination in conformity with the County Personnel Policies and Procedures Manual. This provision may be waived by the Director of Human Resources, based on individual circumstances.