

## Probationary Period

All appointments and promotions into classified positions require a probationary period of 1,040 hours except for peace officers who must serve 2,080 hours.

The probationary period is a working test period to evaluate the work performance of the employee and to determine their suitability for the position. There are 3 types of probationary periods:

1. **Entrance** probation is the probationary period at the time of the original appointment of the employee.
2. **Promotional** probation is the probationary period at the time of the promotion of the employee.
3. **Voluntary** probation is the probationary period that is agreed upon between the employee and the appointing authority for an interagency (between agencies) reinstatement, transfer, or voluntary demotion action. It must be agreed upon at the time of the job offer and all parties must sign a voluntary probation agreement. The length of the voluntary probation period is negotiable but may not exceed 1,040 hours except for peace officers who may serve up to 2,080 hours. It is not allowed for employment actions within the agency.