

RULE 11 - Probationary Employment Period

11.1 Purpose. The probationary employment period is considered the final phase of the interview process and shall be utilized for the most effective adjustment of a new employee by providing close scrutiny of the employee's work and periodic reviews of the employee's performance.

11.2 Duration

- A. The probationary employment period for the County service shall be six (6) full months starting at the first day of employment. If an employee is absent for more than two weeks during the probationary period, the probationary period shall be automatically extended for a period of time equal to the full period of absence.
- B. The probationary employment period for commissioned employees, Detention Officers, and Dispatch Communications Specialists of the Pinal County Sheriff's Department shall be one (1) year starting at the first day of employment.
- B. The Appointing Authority may request in writing from the Director authorization to extend an employee's probationary period, or request a probationary period, which is longer than the applicable period provided by these rules when additional time is needed to properly assess an employee's suitability for their new position. If the Appointing Authority determines at any time during the probationary period that the services of a probationary employee are unsatisfactory, the employee will be deemed to have failed their probationary period and may be terminated, without the right of appeal.

11.3 Types of Probationary Employment Periods

- A. **Initial Appointment.** All employees shall serve a probationary employment period following their initial appointment as a Regular Status employee. Upon completion of the initial probationary employment period, and in accordance with the provisions of this Rule, the employee shall achieve Regular Status in County employment.
 - 1. Prior to the expiration of an employee's specified probationary employment period, the Appointing Authority or its designee shall evaluate the employee and submit the evaluation to the Director for inclusion in the employee's personnel file.
 - 2. If the Appointing Authority fails to separate an employee, or fails to extend the probationary period of the employee, on or before the last day of the probationary employment period, the employee shall be granted Regular Status.
- B. **Transfer**
 - 1. An employee who is transferred shall be required to serve a six (6) month probationary employment period.
 - 2. A transferred employee who fails to successfully complete a probationary employment period shall be demoted to a position not less than the grade/step of the position they previously held. The employee shall be terminated, without the right of appeal, if no vacancy exists in the department.
- C. **Promotion**
 - 1. An employee who is promoted will be required to serve a six (6) month probationary employment period following the promotion. However, the promotional probationary period for commissioned employees, Detention Officers and Dispatch Communications Specialists of the Pinal County Sheriff's Department shall be one (1) year.

2. A promoted employee who fails to successfully complete a probationary employment period shall be demoted to a position not less than the grade/step of the position they previously held without the right of appeal. A determination by the Appointing Authority that the employee's performance was unsatisfactory shall be sufficient cause for demotion. If no appropriate vacancy exists in the department, the employee shall be terminated without the right of appeal.

D. Demotion

1. A demoted employee may be required to serve a demotional probationary employment period in the position to which he/she was demoted.
2. Failure of the employee to successfully complete the demotional probationary employment period will result in termination of the employee, without the right of appeal.

11.4 An employee serving a probationary employment period of any type occupies a position in the classified service.