

X-1 DURATION

- A. The probationary period shall be one (1) year duration, except the initial probationary period for the classification of Deputy Sheriff which shall be eighteen (18) months, and subject to paragraph B. of this section. The probationary period of a Deputy Sheriff rehired under section X-2.E of this rule and Deputies hired by lateral appointment under section X-2.F shall be one (1) year.
- B. If an employee uses more than eighty (80) consecutive working hours of leave during any period of probation, the probation shall be adjusted for a period equal to the number of hours of leave used.
- C. An employee who fails any type of probationary period has no right of appeal.

X-2 TYPES OF PROBATIONARY PERIODS

A. Initial Appointment

All employees shall serve a probationary period following their initial appointment as a regular employee. Upon completion of the initial probationary period, the employee shall automatically achieve permanent status in County employment unless otherwise notified by the Sheriff.

B. Promotion

- 1. An employee who is promoted shall be required to serve a promotion probationary period.
- 2. The permanent status of an employee shall not be affected by serving promotion probationary period.
- 3. The employee shall be eligible for any other type of action except promotion during the probationary period.
- 4. A promoted employee who fails a promotion probationary period shall be involuntarily demoted.

C. Demotion

- 1. An employee who is demoted to the classification of Deputy Sheriff who has not previously served a probationary period in this classification or an employee in the classification of Deputy Sheriff who is demoted from that classification may at the discretion of the

- X-2 C.
1. Sheriff be required to serve a probationary period in the position to which demoted.
  2. The permanent status of an employee shall not be affected by serving a demotion probationary period, except that an employee demoted for a disciplinary reason who fails a demotion probationary period shall be dismissed.

D. Reinstatement

1. Any laid off employee who is reinstated may at the discretion of the Sheriff be required to serve a probationary period. The reinstated employee shall otherwise regain rights of permanent status.
2. A reinstated employee who fails a reinstatement probationary period shall return to the reinstatement register for the duration of the reinstatement period.
3. A terminated employee reinstated by order of the Law Enforcement Merit System Council shall not be required to serve a probationary period.

E. Rehire

1. An employee who resigned in good standing may at the discretion of the Sheriff be required to serve a probationary period.
2. The rehired employee shall otherwise regain rights of permanent status.

F. Lateral Appointment

A Deputy Sheriff hired by lateral appointment shall be required to serve initial appointment probation.

G. Reappointment

1. A reappointed employee may at the discretion of the Sheriff be required to serve a probationary period on the position to which reappointed.
2. The permanent status of the employee shall not be affected by serving a reappointment probationary period, and the employee shall be eligible for any other type of action during the probationary period.

- X-2 G. 3. A reappointed employee who fails to successfully complete a reappointment probationary period may revert to a position with the same classification and to the same salary step previously held. If a vacant position of the classification exists in the employee's present department, the Appointing Authority may place the employee in the vacant position and may require a probationary period. Failure to complete this probation will result in layoff. If no such vacancy exists in the present department, the Appointing Authority of the previous department (if applicable) may place the employee in his/her previous position if vacant. If no placement action is made, the employee shall be laid off from the classification to which he/she reverted and within the present department. An employee reappointed under this section shall have no right to appeal.