

X-1 GENERAL PROVISIONS

- A. The probationary period shall be one (1) year in 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 leave or is placed on leave for more than eighty (80) consecutive working hours during any period of probation, the probation shall be adjusted for a period equal to the number of hours of leave.  
  
If an employee is placed on restricted or limited duty status, the probation may be adjusted for a period equal to the number of hours on restricted or limited duty.
- C. If an employee serving promotion probation exercises bump rights in lieu of layoff during the probationary period, promotion probation shall be suspended during service in the lower classification. Should the employee accept an offer to return to the former, higher, classification when an opening becomes available, promotion probation shall resume and be adjusted to omit time served in the lower classification.
- D. 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 a promotion probationary period.

- X-2
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 voluntarily demotes to the classification of Deputy Sheriff or an employee who is involuntarily demoted may, at the discretion of the 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.
3. An employee demoted for a non-disciplinary reason who fails demotion probation shall be laid off from the present position to which demoted. In such circumstances the laid-off employee is not eligible for reinstatement to the position from which laid off.
4. A Corrections Officer who promotes and is appointed to serve as a Deputy Sheriff while on initial probation and who subsequently fails to successfully complete initial probation as a Deputy Sheriff shall be involuntarily demoted to Corrections Officer with the same salary previously held as a Corrections Officer, or may be terminated for failure to successfully complete initial probation. An employee demoted or terminated under this section shall have no right of appeal.

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 be included in recruitment processes in the same manner identified in Rule V-3.A 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.

X-2 E. Rehire

1. An employee who resigned in good standing and is rehired may, at the discretion of the Sheriff or designee, 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 in 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.
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 previously held classification exists, the Sheriff or designee may place the employee in the vacant position and may require a probationary period. Failure to successfully complete this probation shall result in layoff. If no placement action is made, the employee shall be laid off from the classification to which he/she reverted. An employee reappointed under this section shall have no right to appeal.