

RULE VII
WORKING TEST OR PROBATIONARY PERIOD

Section 1 Working Test *(Revised 7/8/21)*

- 1.1 Every person, upon initial employment following appointment by the Appointing Authority from an Open Employment list following certification of the list by the Director, shall be subjected to a working test of six (6) months duration.
 - A. The working test period shall commence on the first day of work.
 - B. During this probationary period the employee shall not have right of appeal to the Board if terminated.

Section 2 Removal of an Employee During a Working Test *(Revised 7/8/21)*

- 2.1 After the first 3 months of the working test, the Appointing Authority may remove an employee if, in his opinion, the employee's working behavior has shown that:
 - A. The employee is unable or unwilling to perform his duties satisfactorily with reasonable accommodation in cases of medical disabilities, or
 - B. The employee's habits and dependability do not merit continuance in the public service.
- 2.2 During the first 3 months of the working test, removal may occur for these reasons but is subject to the approval of the Director.
- 2.3 Upon termination of an employee under this section, the Appointing Authority shall report the termination to the Director with a statement of the reasons therefore.
- 2.4 The Board may remove an employee during his working test if, after giving him notice and opportunity to be heard, it is determined that his appointment was the result of fraud or error.
- 2.5 An employee removed from a position during a working test may be eligible for certification on Open Employment lists for other classes for which he was certified. If in the determination of the Director there is good reason, the former employee may be recertified on Open lists for other positions in the same class.

Section 3 Completion of Working Test *(Revised 7/8/21)*

- 3.1 Upon completion of the working test, the Appointing Authority shall furnish to

the Director documents attesting to the satisfactory completion and declaring the employee to be a regular employee of the Classified Service.

- 3.2 Failure to reject or terminate the employee shall constitute confirmation that the employee has satisfactorily completed the working test.

Section 4 Interruption of working tests (*Revised 7/8/21*)

- 4.1 Interruption of working tests shall have the following result:
 - A. If the subject employee was laid off during a working test and subsequently re-appointed to the same class, the employee shall be given credit for the portion of the working test completed prior to the layoff.
 - B. If the employee is transferred, reassigned, promoted or demoted during the working test period, the Appointing Authority may, at his discretion, grant credit for the portion of the working test completed.
 - C. If the employee is placed on military leave without pay during a working test period, credit shall be given for the portion of the working test completed upon return from said leave.
 - D. If an employee is placed on leave due to pregnancy during a working test period, credit shall be given for the portion of the working test completed upon return from said leave.