

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY V**

Title: **PROBATIONARY PERIODS**

I. OBJECTIVE

Every person who is appointed to an established position in the Career Service shall serve a probationary period as provided herein before such appointment may be considered permanent.

Any probationary period shall be considered an integral part of the examination process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the appointing authority's expectations.

II. DIRECTIVES

A. PROBATIONARY PERIOD FOR ORIGINAL APPOINTMENTS

1. The duration of an original probationary period shall be for a minimum period of nine months of continuous, uninterrupted service from the date of original appointment. Longer periods are permissible in occupations where permanent status is dependent upon training, certification or other requirements.
2. Employees who are in training shall have their probationary period begin effective with the date the training is completed, or they otherwise become qualified for the position.
3. Employees whose classifications are covered by a collective bargaining agreement shall serve a probationary period in accordance with the terms of the agreement.
4. An employee leaving the Appointive Service to accept a position in the Career Service shall serve a probationary period as if it were an original appointment.

B. PROBATIONARY PERIOD FOR PROMOTIONAL AND LATERAL APPOINTMENTS

An employee who is promoted, a part-time employee who gains full time status or an employee who is competitively appointed to a lateral position shall serve a probationary period of three (3) months in the new position. Any employee who is promoted and has not completed an original probationary period shall serve the remainder of the original probationary period or three (3) months, whichever is greater.

C. PROBATIONARY PERIOD FOR DISCIPLINARY PROBATION

Employees placed on Disciplinary Probation shall not be entitled to use the Merit System grievance or appeal procedure if they are terminated during their disciplinary probation period.

D. PROBATIONARY PERIOD FOR DEMOTIONS

1. Upon a non-disciplinary demotion, a probationary employee shall serve the balance of the unserved original probationary period but a permanent employee will not be required to serve another probationary period.

PROBATIONARY PERIODS (continued)

2. An employee demoted for disciplinary reasons may be required to serve a new probationary period of up to nine months beginning with the effective date of the demotion.

E. PROBATIONARY PERIOD FOR EMPLOYEES OF NEW COUNTY DEPARTMENTS OR FUNCTIONS

The employees of any private enterprise, non-profit agency, or other organization whose functions are assumed by the County, and such employees become a part of the County Service without competition in Career Service positions, shall be required to serve a probationary period of nine months before becoming employees of the Career Service.

F. EXTENSION OF PROBATIONARY PERIOD

An appointing authority, for good reason, may extend an employee's probationary period for a period not exceeding six (6) additional months.

G. DISMISSAL DURING PROBATIONARY PERIOD

At anytime during any probationary period, the appointing authority may remove an employee when deemed to be in the best interest of the County. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of dismissal. A probationary employee in a career service position should receive a pre-termination hearing. A probationary employee, however, shall not have the right to appeal.

H. RELEASE FROM PROBATION

Release from an original probationary period and appointment to the Career Service are not automatic upon expiration of the designated probationary period. Permanent appointment requires a minimum of a "Successful Performer" performance evaluation in each rating category of the performance evaluation; have completed all mandatory training and have no documented evidence of major disciplinary action. An employee receiving a "Needs Improvement" rating in any area of his/her performance evaluation shall have his/her original probationary period extended by the appointing authority or be released from County Service.