

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4461 PROBATIONARY PERIOD

1. Duration of Probation

- A. An employee hired or promoted into a non-management position in the classified service shall serve a probationary period of 130 days of paid service in the classification before attaining permanency in the class.
- B. An employee hired or promoted into a classified management position shall serve a probationary period of one calendar year.
- C. Credit toward completion of probation shall be granted only for service in regular positions after appointment from the appropriate eligibility list. Time worked as a substitute, in a provisional or emergency appointment, or in an out-of-class assignment shall not be credited toward completion of the probationary period.
- D. The probationary period may be extended with the approval of the Director, Human Resources if the employee takes a medical leave of absence of ten or more workdays, consistent with the following conditions:
 - 1. The employee provides the appropriate medical certification to Human Resources.
 - 2. The probationary period shall be extended by the same number of workdays as the number of workdays the employee was absent from work on medical leave.
 - 3. The total length of an extended probationary period shall not exceed one year from the date of hire or promotion.
 - 4. For those classifications designated as classified management, an extension of the probationary period due to an extended medical leave of absence may be approved by the Director, Human Resources.

Reference:

Education Code Sections 45136, 45260-45261, 45269-45271 and 45301

Court Decisions:

Hernandez v. Rancho Santiago Community College District (2018)

Approved: Dec. 1, 1975
Revised: May 27, 1993
March 23, 2017
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