3-02/090.10 - Probationary Evaluation

Probationary employees must be evaluated at least once prior to the end of their period of probation. It is the policy of the Civil Service Commission that all probationary employees be kept informed of their supervisor's evaluations of their performance, particularly of those areas of performance in which improvement is needed. Probationary employees must be kept informed through both formal and informal means of communication. In the event that a probationary employee's performance is substandard, it is imperative that communication with that employee include one or more interim report of performance.

The commission will not consent to the discharge or reduction of a probationer when it is established that inadequate communication contributed to the employee's failure to meet performance standards.

A "competent" probationary evaluation may be grieved. The guidelines for processing, as established in section 3â€‘02/090.30, under "competent" or "very good," shall be followed.

The following shall be the guide for the required signatures for the probationary evaluation.

- Rater - Supervisor who evaluates the employee;
- Reviewer/Department Head - unit commander; and

  NOTE: Only captains, directors, and above will sign as the Department head.

- Employee - Employee being evaluated.

An "unsatisfactory" probation evaluation is not grievable. After the evaluation has been reviewed and signed, it will then be discussed with the employee. After the employee has signed the evaluation, copy 4 will be given to him. Should the employee refuse to sign the evaluation, the rater will write "REFUSED TO SIGN" in the employee’s signature space and initial and date it. Copy 3 will be placed in the employee’s unit file and copies 1 and 2 shall immediately be sent to Personnel Administration Bureau.

The following shall be the guide for the required signatures for an unsatisfactory probationary evaluation:

- Rater - Supervisor who evaluates the employee;
- Reviewer - Division chief or division director under whom the employee is assigned;
- Department Head - Sheriff, undersheriff, or assistant sheriffs; and
- Employee - Employee being evaluated.

All final performance evaluations on probationary employees must be completed and forwarded to Personnel Administration Bureau 30 days prior to the end of the probationary period. If an "unsatisfactory" rating is anticipated, written notice of intent to discharge or reduce classification must be served on the employee and must be effective before midnight on the last day of the probationary period, prior to the consideration of the rating by the Civil Service Commission.