RULE 9. PROBATION

Section 9.0 Full-time confidential and management employees appointed from eligibility lists, appointed through the "Promotion Without Competition " process, reinstated employees, and employees reassigned according to the Vocational Rehabilitation Administrative Regulation shall be subject to a period of probation. The regular period of Probation shall be six (6) months unless otherwise specified for certain designated job classes.

9.0.1 All Management employees shall serve a probationary period of twelve (12) months

9.0.2 Employees in the part-time classifications of Police Reservist and Police Reservist-Special shall serve a probationary period of twelve (12) months.

9.0.3 Non-represented part-time employees shall serve a probationary period of twelve (12) months or until 1040 hours are worked, whichever is sooner.

9.0.4 In the event an employee is assigned to light duty status or is absent from work due to a lengthy illness or injury during his/her probationary period, said employee's probationary status may be extended beyond the regular period of probation in the amount of one complete biweekly pay period for each complete biweekly pay period assigned to light duty status or lost due to such illness or injury.

9.0.5 Upon successful completion of a probationary period, an employee shall be granted regular status in the classification in which the probationary period is served.

Section 9.1 The work and conduct of probationary employees in Confidential, Management and part-time Unrepresented job classifications shall be subject to close scrutiny and evaluation, and, if found to be below standards satisfactory to the appointing authority, the appropriate Executive Manager may reject the probationer at any time during the probationary period. Such rejections shall not be subject to review or appeal unless such a rejection is alleged to be contrary to the provisions of any state or federal law or the Personnel Ordinance and/or Personnel Resolution.

9.1.1 A Confidential or Management employee rejected or laid off during the probationary period from a position to which he/she has been promoted or transferred shall be returned to the classification in which he/she has regular status unless the reasons for his/her failure to complete his/her probationary period would be cause for dismissal from City service. Part-Time Unrepresented employees shall not be returned to their former position if they are rejected or laid off during the probationary period.

9.1.2 Anaheim will make every reasonable effort to return a non represented part time employee rejected or laid off from a position to which he/she has been promoted or transferred to during the probationary period to the classification in which he/she had regular status unless the reasons for his/her failure to complete the probationary period would be cause for dismissal. If not returned to his/her former classification, the employee shall be separated from employment with Anaheim.

9.1.32 The appropriate Executive Manager shall request the Human Resources Department to prepare a Personnel Action Form to separate or return to a former classification any employee to be rejected during a probationary period.

Section 9.2 An employee shall be retained beyond the end of the probationary period only if the appropriate Executive Manager affirms that the services of the employee have been found to be satisfactory.