



Date: 06/13/06

Probationary Periods By Classification

I. Purpose

This policy establishes probationary periods in accordance with Rule VI, Section 5, of the City of Petaluma's Personnel Rules and Regulations.

II. Policy

All employment appointments shall be subject to a probationary period. The probationary period shall be regarded as part of the testing process. It shall be utilized for closely observing the employee's work performance. A probationary employee, whose performance does not meet the required standards of work, may be rejected at any time by the City Manager without cause and without the right of appeal.

In accordance with the City's administrative policy, a minimum of a six (6) month probationary period is required for all established classifications. However, as outlined below, certain classifications are subject to a longer probationary period as indicated.

III. Length of Probationary Periods

Six (6) Month

Unit 1 – Confidential Clerical/Technical:

- Administrative Assistant
- Deputy City Clerk
- Human Resources Assistant I/II
- Office Assistant I/II
- Secretary

Unit 2 – Maintenance (All Positions)

Unit 3 – Clerical/Technical:

- Accounting Assistant I/ II
- Administrative Assistant
- Assistant in Civil Engineering
- Assistant in Traffic Engineering
- Engineering Technician I & II
- Mail Services Assistant
- Office Assistant I/II
- Permit Processing Technician
- Planning Technician
- Police Records Assistant I/II
- Secretary
- Shelter Assistant

Twelve (12) Month Probationary Period

Unit 1 – Confidential Clerical/Technical:

- Administrative Technician
- Human Resources Specialist
- Information Systems Technician
- Information Systems Analyst

Twelve (12) Month Probationary Period (continued)

Unit 3 – Clerical/Technical:

- Building Inspector I/II
- Code Enforcement Officer
- Geo Information Systems Technician I/II
- Plans Examiner
- Plans Examiner/Deputy Chief Building Official
- Public Works Inspector I/II
- Senior Building Inspector
- Senior Engineering Technician
- Senior Planning Technician

Unit 4 – Professional (All Positions)

Unit 6 – Non-Sworn Police Staff :

- Community Service Officer
- Evidence Technician
- Parking Enforcement Officer
- Police Officer Trainee
- Public Safety Dispatcher

Unit 7 – Fire:

- Fire Engineer
- Fire Captain

Unit 9 – Mid-Management (All Positions)

Unit 10 – Public Safety Mid-Management (All Positions)

Eighteen (18) Month Probationary Period

Unit 6 – Police:

- Police Officer
- Police Investigation
- Police Sergeant
- Police Investigator Sergeant

Unit 7 – Firefighters:

- Firefighter
- Firefighter/Paramedic
- Fire Engineer/Paramedic
- Fire Inspector I/II

Approved:


Michael A. Bierman, City Manager

6-16-06
Date

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