

INTERNAL POLICY AND PROCEDURE

TITLE: Probational Classified Appointment In Lieu of Promotion

EFFECTIVE DATE: July 18, 2005

CANCELLATION: None

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Human Resources (Civil Service Employment)

RESPONSIBLE DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

The purpose of this policy is to apply the requirements of [Civil Service General Circular No. 1495, dated July 9, 2002](#), regarding probational appointments in lieu of promotions.

2. **Scope and Applicability**

This policy and its procedure apply to all Civil Service employees at the College.

3. **Rationale for Probational Appointments**

When filling key positions, the College may choose to offer a probational appointment in lieu of promotion when a permanent classified state employee has been selected. Probational appointments provide the supervisor with a “trial period” to evaluate the employee’s performance in the new position. This practice may be deemed necessary when an employee is moving from one agency to another, where the supervisor has no direct knowledge of the employee’s prior performance. The probationary period is a valuable management tool, which supervisors are encouraged to use.

4. **Policy Guidelines**

A. A permanent classified employee promoted into a position at the College may be offered a probational appointment in lieu of promotion. Civil Service General Circular No. 1495, dated July 9, 2002, allows the practice of probationally appointing an employee as long as the employee meets the standards required for promotion to a position.

- B. The rate of pay should be set in accordance with the Civil Service’s established promotion benefit policy.

5. Procedures for Establishing a Probational Appointment

- A. When a probational appointment job offer is made to an employee who has permanent status, it shall be clearly stated to the employee who is accepting the probational appointment that he or she will serve a probation period to last no fewer than 6 months, but no more than 24 months.
- B. The permanent employee who accepts a probational appointment must sign a *Statement for Permanent Classified Employee Accepting Probational Appointment*, Form BAA/L03-1, (Attachment A) confirming the employee’s understanding that he or she will serve a probationary period to last no fewer than six months, but no more than 24 months.

Approval: Signature 7/18/05

A. C. Eagan, III
Vice Chancellor for Business and Administrative Affairs

Attachment A:

Statement for Permanent Classified Employee Accepting Probational Appointment, Form BAA/L03-1

Reference:

[Civil Service General Circular No. 1495, dated July 9, 2002](#)
Probational Appointment of Employees Eligible for Promotion
Delgado Internal/Department Policy and Procedure [BAA-L06 "Probationary Period for Non-permanent Classified Employees"](#)
Delgado Policy and Procedures Memorandum HR-2130.1, ["Civil Service Appointing Authority, Certification and Internal Control"](#)

Review Process:

Director, Human Resources 12/13/04
Business & Administrative Affairs Council 12/14/04
Civil Service Commission Review Response 7/18/05
Vice Chancellor for Business & Administrative Affairs 7/18/05



**STATEMENT FOR PERMANENT CLASSIFIED EMPLOYEE
ACCEPTING PROBATIONAL APPOINTMENT**

I, _____, understand that I have accepted the position of _____ in probational status. I understand the probation period may last no fewer than six months, but no more than 24 months, and that I may be separated at any time for any reason while on probation. Civil Service Rules regarding probationary status apply to this appointment.

Employee Signature

Date

Witness Signature/Title

Date