

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE V**

Title: **PROBATIONARY PERIODS**

**I. PURPOSE AND SCOPE**

To implement the Probationary Periods Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy V, Probationary Periods

**III. TRAINING REQUIREMENTS DURING PROBATIONARY PERIODS**

New employees are required to attend all mandatory training classes and receive a satisfactory performance evaluation during their original probationary period (a minimum period of nine (9) months of continuous, uninterrupted service from the date of original appointment).

New employees who are appointed to a supervisory or managerial position must attend all classes in Phase III of the Employee Development Program during their original probationary period in addition to all mandatory training classes as described above. Employees already employed who are promoted to a supervisory or managerial position must attend all classes in Phase III of the Employee Development Program during their six (6) month probationary period. In addition, all employees who are appointed to a supervisory or managerial position must complete all three (3) phases of the Employee Development Program and obtain a certificate of completion within 24 months of being appointed.

Employees who are unable to complete the specified training requirements during their probationary period will have their probationary period automatically extended.

**IV. REEMPLOYMENT**

Any permanent employee of the Career Service who resigned in good standing and is rehired within a period of one (1) year request for the same class of position held at the time of separation may, at the discretion of the appointing authority, be required to serve a probationary period of no more than nine (9) months and no less than three (3) months.

**V. INTERRUPTION OF PROBATIONARY PERIOD**

Any approved paid leave or leave without pay of thirty (30) days or less shall not be considered as an interruption of service, however, any unpaid leave in excess of thirty (30) days shall extend an employee's probationary period by an amount equal to the leave taken.

## **PROBATIONARY PERIODS PROCEDURE (continued)**

### **VI. PROBATIONARY PERIOD FOR DEMOTIONS**

The appointing authority shall advise an employee demoted for disciplinary reasons if a new probationary period is to be served at the time of demotion.

### **VII. EXTENSION OF PROBATIONARY PERIOD**

Any extension of a probationary period shall be in writing with notice being furnished to the employee and a copy to the Office of Human Resources Director. Such notice shall state the reason for the extension and corrections required of the employee for permanent appointment.

### **VIII. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

4/24/2009