

# **CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE**

## **Article 16 – Initial Employment Probationary Period**

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### **SECTION 1601. LENGTH OF INITIAL EMPLOYMENT PROBATIONARY PERIOD; EXTENSION OF SAID PERIOD**

All personnel receiving an initial appointment to a classified position shall be required to complete satisfactorily a one-year probationary period prior to receiving a permanent appointment. The length of any absence from duty of more than 20 consecutive working days shall be added to the initial employment probationary period. For example: an individual who is absent from duty for 30 consecutive working days would have ten working days added to the individual's initial employment probationary period.

#### **Section 1601.1. Extension of Initial Probationary Period For Uniformed Police and Fire Employees**

For uniformed employees in the Police and Fire Departments, the initial probationary period may be extended for up to an additional twelve (12) months for injured employees who are temporarily unable to complete the physical standards required for graduation from the Police or Fire Academy or for completion of the Police Field Training program. Requests for a probationary period extension must be made in writing by the Police or Fire Chief to the Executive Secretary/Director prior to the employee's completion of the initial probationary period.

### **SECTION 1602. LAID OFF DURING PROBATIONARY PERIOD**

Probationary employees who are laid-off and re-employed to the same position and classification within two years of their lay-off, shall resume serving their one-year probationary period without losing credit for time served in the position prior to their lay-off. Probationary employees who are laid-off and re-employed in the same classification, but different position, from which they were laid-off, shall begin a new probationary period from the date they are re-employed.

### **SECTION 1603. EVALUATION OF PROBATIONARY EMPLOYEE**

The probationary period is an adjustment and trial period for the probationary employee during which the employee's attitude, work performance, job compatibility, and other job related criteria will be observed and examined by his/her supervisor(s). A job related performance evaluation form should be completed by the immediate supervisor on every probationary employee no less than three weeks prior to the end of the probationary period. The immediate supervisor should review the evaluation with the employee. After review of it with the employee, the immediate supervisor should submit the completed performance evaluation form to the Department Head for his/her review and approval. The immediate supervisor may submit to the Department Head his/her recommendation to dismiss a probationary employee, along with appropriate documentation, any time prior to the expiration of the probationary period if, in his/her judgment, such action is warranted. Should the Department Head choose to dismiss the probationary employee, he/she shall forward a Statement of Disciplinary Action (Probationary Employee) to the Civil Service Director prior to the end of the employee's probationary period.

### **SECTION 1604. INELIGIBLE FOR APPEAL OF DISCIPLINARY ACTION**

Probationary employees are eligible for full city benefits; however, if terminated, suspended, or demoted during the probationary period, probationary employees are ineligible for application of the appeals procedure in Article 27 of these Rules and Regulations.

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### **SECTION 1605. ANNIVERSARY DATE**

The anniversary date for seniority purposes for any employee who is appointed to a full-time permanent position, after completing the required probationary period, shall be the day said employee began his/her employment as a probationary appointee.