

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 23 – Promotion Appointment Probationary Period

SECTION 2301. LENGTH OF PROMOTION APPOINTMENT PROBATIONARY PERIOD; EXTENSION OF SAID PERIOD

All personnel receiving promotion or transfer to a classified position shall be required to complete satisfactorily a six-month probationary period prior to receiving a permanent appointment in the promotional position. The length of any absence from full duty of more than 20 consecutive working days shall be added to the promotion appointment probationary period. For example: an individual who is absent from duty or in a restricted duty status for 30 consecutive working days would have ten working days added to the individual's promotion appointment probationary period.

SECTION 2302. EVALUATION OF PERFORMANCE OF PROMOTIONAL EMPLOYEE

The probationary period is an adjustment and trial period for the probationary employee during which time the employee's attitude, work performance, job compatibility, and other job-related criteria will be observed and examined by his/her immediate supervisor(s). A job-related performance evaluation form shall be completed by the immediate supervisor on every promoted or transferred probationary employee no less than three weeks prior to the end of the probationary period. The supervisor is to review this evaluation with the employee and then transmit it to the Department Head for his/her review and approval. The immediate supervisor shall submit to the Department Head a recommendation to retain or reject the employee. The Department Head shall then submit the evaluation form and his/her statement of acceptance or rejection of the employee to the Board Office.

(In those cases where the Department Head is also the immediate supervisor, the evaluation form shall be filled out by the Department Head and submitted with the statement of acceptance or rejection directly to the Board).

SECTION 2303. REJECTION DURING PROBATIONARY PERIOD

An employee rejected during the probationary period from a position to which he/she has been promoted or transferred shall be reinstated to a position in the classification from which he/she has been promoted or transferred unless he/she is discharged as provided in Article 27 of these Rules.

SECTION 2304. ANNIVERSARY DATE

The anniversary date for seniority purposes for any employee promoted to a full-time permanent position, after completing the six months probationary period, shall be the effective date that said employee began in his/her promotional position as a probationary appointee in that position.