



Santa Cruz Consolidated
Emergency Communications Center

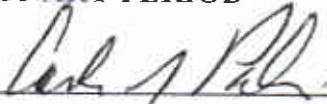
495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

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FIRE
POLICE
MEDICAL



Scotty A. Douglass
General Manager

**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1070	Date Issued: January 20, 1994
Section: 1000 – Personnel Policies	Date Revised: May 28, 2009
Accreditation Standards:	
SUBJECT: PROBATIONARY PERIOD	
APPROVED:	
	Board Chairperson

- 1.0 All original appointments shall be tentative subject to the successful completion of a twelve (12) month probationary period.
 - 1.1 The General Manager may extend an individual employee's probationary period for an additional six (6) months, to a total probationary period of eighteen (18) months, when in the opinion of the General Manager, the additional training time would be in the best interest of both the employee and the Authority.
 - 1.2 Employees who have successfully completed an original probationary period as a Public Safety Dispatcher (I/II/III) with the Authority and who are demoted to the lower classification of Public Safety Dispatcher Assistant, will not be required to complete an additional probationary period and will enter the lower classification as a permanent employee.
 - 1.3 Employees who request and are approved a voluntary demotion (in accordance Policy No. 1060, Vacancies, paragraph 5) from the probationary position of trainee Public Safety Dispatcher I to the lower classification of Public Safety Dispatcher Assistant will be credited their time spent on probation as a Trainee toward fulfillment of their original probationary period as a Public Safety Dispatcher Assistant.
- 2.0 All promotional appointments shall be tentative subject to the successful completion of a six (6) month probationary period.

- 3.0 The probationary period is to be regarded as an integral part of the employment process and shall be utilized for closely observing the employee's work performance and adjustment to the organization (or to the new position within the organization).
- 4.0 Regular employees who are failing or have failed promotional probation may request and will be granted return to the position previously held in lieu of dismissal.
- 5.0 Upon successful completion of the probationary period, and documented by a Standard or higher performance appraisal, the General Manager shall grant to the employee, in writing with a copy provided to the employee, regular status with the Authority.