

PERSONNEL COMMISSION RULES & REGULATIONS

60.100 PCRR

60.100 Probationary Period**60.100.1 Intent of Probationary Period**

The initial probationary period is the last part of the selection process. Consequently, persons appointed from eligibility lists must successfully complete their probationary period in order for them to be considered both permanent and selected. Employees may be released at any time during their probationary period without cause. Until the successful completion of their initial probationary period, persons shall serve at the pleasure of their appointing authority.

60.100.2 Duration of Probation

- A. A new employee appointed from an appropriate eligibility list shall serve a probationary period of six months or 130 days (whichever is longer) in one class before attaining permanency in the classified service.

A new employee who accepts a position in another classification before attaining permanency in the classified service, must serve a probationary period of six months or 130 days (whichever is longer) in the new classification before attaining permanency with the District. A permanent employee who has been promoted demoted or transferred from a related class on the same salary range shall serve a probationary period of six months (130 working days) in the new class before attaining permanency in that class.

Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from an appropriate eligibility list and shall include all approved vacation and paid holidays.

Credit toward completion of probation shall not include any sick leave or other paid or unpaid leave of absence, including PNS, industrial illness or accident leave, military leave with or without pay, vacation (promotional only), jury duty or any time worked in other capacities, as follows: (1) overtime; (2) temporary service in another classification; (3) subbing off track; (4) working in "extra help" assignments; (5) service in "limited-term" or other temporary assignments.

- B. For those classes designated by the Commission as supervisory, management or administrative, the probationary period shall be one year (260 working days) in paid status and subject to the same inclusions and exclusions outlined in 60.100.2.A.

60.100.3 Rights of Probationary Employees

- A. A new employee who resigns in good standing during the initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list. Such action shall not extend the life of either the eligibility list or the period of eligibility of the resigning employee. If such employee is subsequently rehired, he/she shall commence a new probationary period.
- B. A new employee who is dismissed during an initial probationary period shall be notified in writing of the action taken. The person so dismissed shall not have the right of appeal.
- C. An employee who has attained permanent status in the Classified Service, and who has been promoted to a higher classification, accepted voluntary demotion through the

transfer process, or voluntarily transferred from a related class on the same salary range who does not successfully complete a six (6) month probationary period in the new classification, may be returned during the probationary period to a position in his/her former class which is equivalent to the one held prior to the promotion. If a vacant position does not exist, the employee shall displace the least senior employee, by hours in class, in the classification formerly held with the same number of hours per day and months per year. The person so placed back in a former classification during probation shall be notified in writing of the action taken.

- D. A permanent employee who is suspended, dismissed or demoted (to other than his/her former class, during a promotional probationary period retains full rights of appeal.
- E. Should the work for which a probationary employee has been appointed prove temporary instead of permanent as certified, and should such person be laid off without fault or delinquency on his/her part before completion of the probationary period, the person's name shall be restored to the eligibility list and the time served in the defunct position shall be credited to him/her toward completion of the probationary period in any subsequent position to which appointed in that same classification.

Legal Reference:

Education Code

45270 Persons Deemed Under Probationary Classification

45301 Probationary Period for Entry Into Permanent Classified Service

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

60.100.1: Revised: November 1972; May 3, 1984; May 1, 1986; April 7, 1993

60.100.2: Revised: May 3, 1984; April 7, 1993; July 7, 1994; April 6, 1995

60.100.3 Revised: April 6, 1995

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