

R-90-66

RESOLUTION AMENDING THE MANATEE COUNTY
PERSONNEL POLICIES RULES AND PROCEDURES
REGARDING PROBATIONARY PERIOD AND RESCINDING
SECTION 1, G REGARDING PROBATIONARY PERIODS
FOR INTERDEPARTMENTAL TRANSFERS OF PERSONNEL.

WHEREAS, the Board of County Commissioners of the County of Manatee did on December 18, 1975 approve in open session a certain Resolution entitled "Manatee County Personnel Policy, Rules and Procedures," and

WHEREAS, the above cited Resolution did state in paragraph 2. j. thereof, "that...additional rules and specific policies, and modifications of the policies, rules and procedures stated therein" would be required from time to time; and

WHEREAS, it is the desire of the Board of County Commissioners that the probationary periods for Manatee County employees be maintained on a fair and equitable basis,

NOW THEREFORE BE IT RESOLVED, that Section 1, g of the Manatee County Personnel Policy, Rules and Procedures, be rescinded and Section 1, d, as previously amended is hereby, further amended as indicated in the following:

d.

Probationary Period

1. Initial Probationary Period:

- A. The first six (6) calendar months of employment serve as a probationary period for employees filling regular full-time or part-time positions and are used for the following:
- (1) to provide an adjustment period for an employee to become familiar with his/her job position,
 - (2) to provide on-the-job instruction, guidance and counseling,
 - (3) to observe and evaluate employee job performance, and

(4) to remove/discharge an employee whose job performance fails to meet required work standards, or who, for reasons stated in section 1K, must be removed/discharged for other reasons.

B. Employees accrue paid leaves of absence during the probationary period; however, leave may not be used until after successful completion of the probationary period. If employment is terminated during the probationary period, the employee receives no annual leave, sick leave or other benefits, other than payment for hours worked.

C. Department/Office Directors, County Administrator, County Attorney or Financial Management Director may recommend an extension of the probationary period for up to three (3) additional months if at the end of the initial six (6) month probationary period it cannot be determined whether or not the probationary period should end. This recommendation is subject to the concurrence of the Personnel Director, if recommended by Department/Office Directors.

D. Employee status during an extended probationary period is the same as during the initial six (6) month probationary period. Once, an employee has completed six (6) continuous months of service, he/she can use accrued sick or vacation hours subject to normal approval procedures.

2. Probationary Period Following Reclassification, Promotion, Demotion, or Lateral Transfer

A. Employees promoted or demoted to a different classification will be required to serve a three (3) month probationary period. Final determination will be made by the gaining Department/Office Director as to whether employees who are transferred to another Department/Office with no change in classification or pay will be required to serve the three (3) month

probationary period. Any accrued sick leave, annual leave and unused compensatory time shall carry over with the employee to the new position.

B. If this probationary period occurs during the initial probationary period, it may extend that period beyond the initial six (6) month probationary period described in this policy. An employee, who completes six (6) continuous months of service is eligible to use accrued sick or vacation hours, subject to normal approval procedures.

3. Unsatisfactory Performance during the Probationary Period following Appointment, Promotion, Demotion or Lateral Transfer


A. If an employee is unsuited to perform the duties of a position in which he/she is placed, he/she may be placed, with the County Administrator's approval (County Attorney for employees of the County Attorney's Office and Financial Management Director for employees of the Financial Management Office), in a vacant position for which they are qualified within department/offices under their purview.

B. If no vacancy exists for which the affected employee is qualified and the employee has not violated existing Personnel or Department/Office policies and procedures, he/she may apply for and be considered for vacant positions for which they qualify.

ADOPTED in open session, a quorum present and voting,
this 3rd day of April, 1990.

BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

By: 


ATTEST: R. B. SHORE
Clerk of the Circuit Court

4:59

Rubén Salazar - Deputy Clerk