



Date: 5/20/09

## Probationary Periods By Classification

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### I. Purpose

This policy establishes probationary periods in accordance with Rule VI, Section 5, of the City of Petaluma's Personnel Rules and Regulations.

### II. Policy

All employment appointments shall be subject to a probationary period. The probationary period shall be regarded as part of the testing process. It shall be utilized for closely observing the employee's work performance. A probationary employee, whose performance does not meet the required standards of work, may be rejected at any time by the City Manager without cause and without the right of appeal.

In accordance with the City's administrative policy, a minimum of a six (6) month probationary period is required for all established classifications. However, as outlined below, certain classifications are subject to a longer probationary period as indicated.

### III. Length of Probationary Periods

#### Six (6) Month

\*Unit 1 – Confidential:

Administrative Assistant  
Administrative Technician (promotional/transfer)  
Office Assistant I/II  
Secretary

Unit 2 – Maintenance (All Positions)

\*Unit 3 – Clerical/Technical:

Administrative Technician (promotional/transfer)  
Accounting Assistant I/ II  
Administrative Assistant  
Assistant in Civil Engineering  
Assistant in Traffic Engineering  
Mail Services Assistant  
Office Assistant I/II  
Police Records Assistant I/II  
Secretary  
Shelter Assistant

**Twelve (12) Month Probationary Period**

**\*Unit 1 – Confidential:**

Administrative Technician (new hire)  
Deputy City Clerk  
Human Resources Assistant I/II  
Human Resources Specialist  
Information Technology Specialist I/II

**\*Unit 3 – Clerical/Technical:**

Accounting Technician  
Administrative Technician (new hire)  
Engineering Technician I & II  
Environmental Compliance Inspector  
Laboratory Analyst  
Mechanical Technician  
Permit Processing Technician  
Public Works Inspector I/II  
Senior Building Inspector  
Senior Engineering Technician  
Senior Mechanical Technician  
Water Resources Technician

**\*Note:** Per the Unit 1 and Unit 3 MOUs, for promotion and/or transfer, an employee's probationary period is six (6) months. For new employees, the probationary period is twelve (12) months.

Unit 4 – Professional (All Positions)

**Unit 6 – Non-Sworn Police:**

Community Service Officer  
Evidence Technician  
Parking Enforcement Officer  
Police Officer Trainee  
Public Safety Dispatcher  
Senior Parking Enforcement Officer

**\*Unit 6 – Sworn Police:**

Police Sergeant (promotional)

**\*Unit 7 – Firefighters:**

Fire Engineer (promotional)  
Fire Engineer/Paramedic (promotional)  
Fire Captain (promotional)

Unit 9 – Mid-Management (All Positions)

Unit 10 – Public Safety Mid-Management (All Positions)

Unit 11 – Confidential and Management (All Positions)

**\*Note:** For promotions/transfers of sworn Police and Firefighters, a twelve (12) month probationary period required for those classes noted above. For new hires, an eighteen (18) month probationary period required as noted below.

**Eighteen (18) Month Probationary Period**

\*Unit 6 – Sworn Police:

Police Officer  
Police Sergeant (new hire)

\*Unit 7 – Firefighters:

Firefighter  
Firefighter/Paramedic  
Fire Captain (new hire)  
Fire Engineer (new hire)  
Fire Engineer/Paramedic (new hire)  
Fire Inspector I/II

Approved:



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John C. Brown, City Manager

5-21-09  
Date

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