

FY 2023-2024 BUDGET QUESTION
Response to Request for Information

DEPARTMENT(S): Human Resources Department

CBQ NO.: 172

REQUESTED BY: Ellis

DATE REQUESTED: 07/31/2023

DATE POSTED: 08/04/2023

REQUEST: Would there be a fiscal impact to reducing the City employee probationary period from 6 months to 90 days? If yes, please estimate the funding needed.

RESPONSE:

There is no fiscal impact to reducing the probationary period for regular employees.

The six-month probationary period is in the City Charter and would require an amendment in order to change it, and a subsequent edit to the Municipal Civil Service Rules.

Article IX

§ 4. - CIVIL SERVICE RULES.

(D) At a minimum, the civil service rules must contain provisions governing:

- (1) initial appointments, promotions, and lateral transfers, all of which shall be based on merit and fitness;
- (2) disciplinary probation or suspension, involuntary demotion, denial of promotion, and discharge, all of which, in the case of non-probationary employees, must be for cause;
- (3) the establishment of probationary periods not to exceed **six months** for all initial appointments, during which time the appointee may be removed from the position without cause;
- (4) the establishment of probationary periods not to exceed **three months** for all promotional appointments, during which time the appointee may be removed from the position promoted to, and returned to his/her prior position, without cause;

