

CHAPTER 7
PROBATIONARY PERIODS
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CHAPTER 7

PROBATIONARY PERIODS

1. PROBATIONARY PERIOD REQUIREMENTS. During the probationary period, commands are required to evaluate the work and efficiency of the probationer, at sufficiently frequent intervals, to keep the employee adequately informed of their progress on the job. The employee's immediate supervisor must prepare written appraisals of performance each one-third segment of the probationary period. Refer to the appropriate chapter in Highway Patrol Manual (HPM) 10.10, Performance Appraisal Manual, for probationary evaluation due dates, routing procedures, and submission requirements. Section 19171 of the Government Code (GC) and Title 2, Section 322 of the California Code of Regulations (CCR), provide specific requirements for serving a probationary period.

a. A probationary period is required for appointments made from an eligible list, permissive reinstatements, and interdepartmental transfers, except as noted in paragraph 1.b. below. The employee shall not attain permanent status in the classification until the prescribed probationary period has been satisfactorily completed.

b. If the probationary period has been successfully completed, a new probationary period is not required for mandatory reinstatements, transfers within the same classification under the same appointing power, or interdepartmental transfers/reinstatements without a break in state service when the employee has previously completed the probationary period for the classification while employed with the California Highway Patrol.

2. LENGTH OF PROBATIONARY PERIOD. Probationary periods are 6 months or 12 months depending on the classification. Part-time employees are required to work the required number of hours to complete the probationary period for their classification. Commands shall track the hours worked for part-time employees to determine when probation reports are due. The required hours for completion of the probationary period are prescribed in Section 19170 GC and Title 2, Section 321 CCR.

a. 6-Month Probationary Period. Employees on a 6-month probation shall receive written appraisals at 2 months, 4 months, 6 months, and more frequently as necessary. An employee serving a 6-month probationary period must work a minimum of 840 hours during the 6-month period. To ensure performance evaluations continue to occur annually on the employee's anniversary date (usually the date the employee was appointed to their current classification), an additional performance evaluation will be required 6 months following the

completion of the 6-month probationary period. Thereafter, they shall occur annually on the employee's anniversary date.

b. 12-Month Probationary Period. Employees on a 12-month probation (refer to Annex A) will receive written appraisals at 4 months, 8 months, 12 months, and more frequently as necessary. An employee serving a 12-month probationary period must work a minimum of 1,680 hours during the 12-month period.

c. Intermittent or Part-Time Employees. Intermittent or part-time employees appointed on a permanent basis are required to serve a probationary period equivalent to 6 months or 1 year depending on the probationary period assigned to their classification. An intermittent employee on a 6-month probation shall receive written appraisals after working 280 hours, 560 hours, and 840 hours. An intermittent employee on a 12-month probation shall receive written appraisals after working 560 hours; 1,120 hours; and 1,680 hours. Hours physically worked shall be tracked by the command but may be confirmed with the Human Resources Section (HRS), Personnel Transactions Unit. When computing the number of hours worked, time when an employee is excused from work because of holidays, sick leave, vacation, annual leave, compensating time off, or any other leave shall not be considered as time worked by the employee towards their probationary period. Overtime hours may be counted on an hour-for-hour basis. Limited-term intermittent employees are not subject to a probationary period.

3. EXTENSION OF PROBATIONARY PERIOD. Requirements for extension of the probationary period are provided in Title 2, Section 321 CCR.

a. Requirement for Extension. In the event a probationer has not worked the required hours set forth in paragraphs 3.a.(1) and 3.a.(2), for any reason, the probationary period shall be extended until the probationer has worked the required number of hours.

(1) If serving a 6-month probationary period, 840 hours.

(2) If serving a 12-month probationary period; 1,680 hours.

b. Determination of Total Hours Worked. In determining total hours worked, vacation, sick leave, military leave, or other leave of absence, compensating time off, suspension or other separations, including separations subsequently voided or otherwise set aside, shall not be considered working time.

c. Notification of Extension. When it is determined the probationary period is to be extended, the command shall contact HRS to determine the new date for completion of the probationary period. The employee shall be notified by their

supervisor or commander in writing of the extension to the probationary period a minimum of 10 calendar days prior to the end of the original probation period. If the command fails to notice the employee on or before 10 calendar days, the employee will pass probation by default, regardless of not having worked the required number of hours.

4. REASONABLE ACCOMMODATION.

a. Statutory Requirement. Pursuant to Section 19170 GC, an appointing power of an employee, who alleges a disability as defined in Section 12926.1 GC, may submit a written agreement for approval by the California Department of Human Resources (CalHR) that would extend the employee's probationary period within the existing classification for up to 6 months to provide a reasonable accommodation.

b. Written Agreement. The agreement shall describe the period of the extension, beginning and ending dates, and how the extended probationary period will allow the employee to demonstrate, before the extended probationary period ends, the ability to satisfactorily perform the essential functions of the position with the reasonable accommodation.

c. CHP 163, Reasonable Accommodation Request. Qualified individuals with a disability may submit a written request for a reasonable accommodation by submitting a CHP 163 to their commander. Refer to HPM 10.12, Equal Employment Opportunity Manual, Chapter 9, Accommodation Services, for additional information regarding reasonable accommodation request procedures.

d. Notification of Reasonable Accommodation Request. The written agreement must be received for review by CalHR prior to the end of the employee's probationary period, and the commander shall immediately notify the Equal Opportunity and Access Section and HRS upon receipt of this type of request to allow sufficient time for preparation and forwarding of the agreement to CalHR. If the employee's probationary period will end during the CalHR review, CalHR will automatically extend the probationary period until a determination is made to approve or disapprove the agreement.

5. REJECTION DURING PROBATIONARY PERIOD. Refer to HPM 10.2, Internal Investigations Manual, for procedures.

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ANNEX A

CLASSIFICATIONS REQUIRING A 12-MONTH PROBATIONARY PERIOD

| <u>Schematic (Schem.) Code</u> | <u>Class Code</u> | <u>Class Title</u> |
|--|-----------------------|--|
| JL35 | 4179 | Accountant Trainee |
| JL14 | 4549 | Accounting Administrator I (Supervisor) |
| JL12 | 4542 | Accounting Administrator II |
| JL10 | 4545 | Accounting Administrator III |
| VA30 | 8385 | Assistant Chief, California Highway Patrol |
| VA35 | 8386 | Assistant Chief, California Highway Patrol (Nonuniform) |
| OB10 | 5871 | Attorney, Assistant Chief Counsel |
| VA10 | 8377 | Assistant Commissioner, California Highway Patrol C.E.A. |
| JM10 | 4588 | Associate Accounting Analyst |
| IK60 | 3964 | Associate Architect |
| OA72 | 5778 | Attorney |
| OA82 | 5795 | Attorney III |
| OA80 | 5780 | Attorney IV |
| QK68 | 6829 | Automotive Technician III |
| KE35 | 4738 | Business Manager II |
| KK75 | 4707 | Business Service Assistant (Specialist) |
| VA40 | 8388 | Captain, California Highway Patrol |
| VA20 | 8382 | Chief, California Highway Patrol |
| OB20 | 5872 | Chief Counsel I, C.E.A. |
| QF70 | 6752 | Chief of Plant Operation I |
| QK46 | 6854 | Commercial Vehicle Inspection Specialist |
| DJ40 | 2185 | Cook Specialist I |
| DC20 | 2002 | Custodian Supervisor I |
| MD55 | 5694 | Director, Television Communications Center (Supervisor) |
| QP20 | 6960 | Electronics Technician Supervisor |
| BH80 | 0760 | Environmental Program Manager I (Managerial) |

ANNEX A

CLASSIFICATIONS REQUIRING A 12-MONTH PROBATIONARY PERIOD (continued)

| <u>Schem. Code</u> | <u>Class Code</u> | <u>Class Title</u> |
|------------------------|-----------------------|--|
| DH30 | 2149 | Food Manager |
| GC45 | 2817 | Graphic Services Supervisor |
| LZ10 | 5595 | Information Officer II |
| LM71 | 1401 | Information Technology Associate |
| LM75 | 1405 | Information Technology Manager I |
| LM76 | 1406 | Information Technology Manager II |
| LM72 | 1402 | Information Technology Specialist I |
| LM77 | 1414 | Information Technology Specialist II |
| LM73 | 1403 | Information Technology Supervisor I |
| LM74 | 1404 | Information Technology Supervisor II |
| LM70 | 1400 | Information Technology Technician |
| WR89 | 9529 | Labor Relations Analyst |
| WR87 | 9535 | Labor Relations Specialist |
| JY62 | 5237 | Legal Analyst |
| VA55 | 8398 | Lieutenant, California Highway Patrol |
| CK07 | 1459 | Mailing Machines Supervisor I |
| IH55 | 3944 | Manager, Motor Carrier Safety Program, California Highway Patrol |
| PB24 | 1503 | Materials and Stores Supervisor |
| PN90 | 6482 | Mill and Cabinet Supervisor |
| IH80 | 3930 | Motor Carrier Specialist I, California Highway Patrol |
| IH70 | 3928 | Motor Carrier Specialist II, California Highway Patrol |
| IH60 | 3927 | Motor Carrier Specialist III, California Highway Patrol |
| CA28 | 1150 | Office Services Supervisor II, (General) |
| VA70 | 8397 | Officer, California Highway Patrol |
| KY45 | 1303 | Personnel Specialist |
| KY30 | 1304 | Personnel Supervisor I |

ANNEX A

CLASSIFICATIONS REQUIRING A 12-MONTH PROBATIONARY PERIOD (continued)

| <u>Schem. Code</u> | <u>Class Code</u> | <u>Class Title</u> |
|------------------------|-----------------------|---|
| KY25 | 1314 | Personnel Supervisor II |
| CL85 | 1515 | Printing Trades Supervisor I (General) |
| QN10 | 6891 | Program Manager, Transportation Services (Supervisory) |
| CR60 | 1662 | Public Safety Dispatch Supervisor I, California Highway Patrol |
| CR55 | 1665 | Public Safety Dispatch Supervisor II, California Highway Patrol |
| CR70 | 1663 | Public Safety Dispatcher, California Highway Patrol |
| CR75 | 1664 | Public Safety Operator, California Highway Patrol |
| LQ70 | 5758 | Research Program Specialist II |
| VQ05 | 8679 | School Pupil Transportation Safety Coordinator |
| JL20 | 4569 | Senior Accounting Officer (Supervisor) |
| JM32 | 5302 | Senior Administrative Analyst, Accounting Systems |
| HN10 | 3650 | Senior Automotive Equipment Standards Engineer |
| QN15 | 6855 | Senior Inspector of Automotive Equipment |
| LE22 | 4161 | Senior Management Auditor |
| KY36 | 1317 | Senior Personnel Specialist |
| VA60 | 8394 | Sergeant, California Highway Patrol |
| LE24 | 4160 | Staff Management Auditor |
| JY20 | 5157 | Staff Services Analyst (General) |
| LE30 | 5841 | Staff Services Management Auditor |
| JY15 | 4800 | Staff Services Manager I |
| JY10 | 4969 | Staff Services Manager II (Managerial) |
| JY12 | 4801 | Staff Services Manager II (Supervisory) |
| JY05 | 4802 | Staff Services Manager III |
| DJ20 | 2181 | Supervising Cook I |

ANNEX A

CLASSIFICATIONS REQUIRING A 12-MONTH PROBATIONARY PERIOD (continued)

| <u>Schem. Code</u> | <u>Class Code</u> | <u>Class Title</u> |
|------------------------|-----------------------|---|
| BL20 | 0717 | Supervising Groundskeeper II |
| CZ84 | 9924 | Supervising Program Technician I |
| CZ85 | 9925 | Supervising Program Technician II |
| CZ86 | 9926 | Supervising Program Technician III |
| QF80 | 6753 | Supervisor of Building Trades |
| LE84 | 5136 | Telecommunications Systems Manager I (Supervisor) |
| LC30 | 5197 | Training Officer I |
| LC20 | 5196 | Training Officer III |
| PB23 | 1501 | Warehouse Manager I |
| PB22 | 1500 | Warehouse Manager II |

All other classifications used in the Department require a 6-month probationary period with the exception of Cadet, California Highway Patrol, class code 8446, which has a 9-month probationary period.