

TO: Civil Service Commission
FROM: James Trujillo, ASD Director and Chief Examiner
DATE: 12/1/2022
SUBJECT: Probationary Period Extension Request

1) Recommended Action:

Approve the City's request to extend Fire Fighter Devin Gorman for about one month to allow completion of the mandatory 12 month probationary period.

2) Background:

Fire Fighter Gorman has requested leave. The leave may last up to 12 weeks but could end earlier. Depending on the employee's return to work date, the employee may complete probation as late as April 30, 2023 (estimated).

3) Alternatives:

☐ Reject the request to extend the probationary period.

4) Attachments:

A. Rule 13.02 attached to this report on page 2

Civil Service Rule Attachment

13.02 LENGTH OF PROBATIONARY PERIOD. The period of probation shall be twelve (12) calendar months from the date of appointment to a regular position. If an employee is absent from duty for a prolonged period while on approved or mandated training leave during a probationary period, and the appointing authority does not have a reasonable opportunity to evaluate the performance of the employee, the appointing authority may, with the approval of the Commission, calculate the probationary period on the basis of twelve calendar months of actual service, exclusive of the time away.