

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Amber Ahlo, Administrative Officer, Dept of Library Services Date: 09-01-20
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
---	-------------------------------	----------------------------------

A requisition is not required.

Is any other department impacted?

If yes, which department: _____

Yes ☒ No

JKJ

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

☒ Yes No

JKJ

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. Joshua Sanchez, General Librarian

AA

JKJ

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. **Included on Request**

AA

JKJ

The date the employee will complete probation. Date: 10/30/2020
Request must be submitted 30 days prior to completion of probation.

AA

JKJ

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

AA

JKJ

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

AA

JKJ

Length of extension requested.
(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

AA

JKJ

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The impacted employee's attendance is optional.

JKJ

Notes:

Original Hire Date: 11/10/2015: Administrative Intern-NC; 10/29/16: Library Aide-NC; 9/14/2019: Community Program Tech I; 4/25/20: General Librarian. Transcripts received with initial application.

Statement/Rationale is included in Staff Report

SUGGESTED ACTION:

Staff recommends approval of a three-month (522 hours) Extension of Probation for Mr. Joshua Sanchez.



Date: September 16, 2020

To: Civil Service Commission

From: Jami Kerr-Jenkins, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROBATION – Joshua Sanchez, General Librarian**

Correspondence has been received from Amber Ahlo, Administrative Officer, Library Services Department, requesting Civil Service Commission approval to extend the probationary period of Mr. Joshua Sanchez, General Librarian. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 A (1, 2) of the Civil Service Commission Policies and Procedures.

Facts for Consideration:

- On April 25, 2020, Mr. Sanchez was hired as a permanent full-time General Librarian with the Department of Library Services. Prior to becoming a General Librarian, Mr. Sanchez also held the positions of Administrative Intern-NC, Library Aide-NC and Community Program Technician with the Department.
- The position of General Librarian requires that the employee have graduated from an ALA accredited college or university with a master's degree in Library Science by the end of probation.
- Mr. Sanchez is currently enrolled in an on-line master's program with San Jose State University and is in the process of completing the final class required for the completion of his master's degree in Library Science.
- Mr. Sanchez will complete his master's degree requirements in December 2020.
- As of August 28, 2020, Mr. Sanchez had 348 hours remaining of his probationary period and is scheduled to complete probation on or about October 30, 2020.
- An Employee Performance Appraisal was completed for Mr. Sanchez on August 5, 2020.

September 16, 2020

Page 2

- This request was received on September 1, 2020. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. The request does meet this requirement.
- Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a new classification. This request also complies with Civil Service Policy 1.01 A (1 , 2), which specifies that an extension may be granted in three months or 522 scheduled work hour increments in (1) An instance where licensing, certification, language proficiency, or other documentation is required prior to making a permanent appointment. (2) An instance where the waiting period for the next available institutional or training class exceeds the probationary period.

Mr. Sanchez and the Department of Library Services have been informed that this request is on today's agenda and a department representative will be present to respond to any questions from the Civil Service Commission.

Date: August 31, 2020

To: Civil Service Commission

From: Amber Ahlo, Administrative Officer, Department of Library Services

Subject: **REQUEST FOR EXTENSION OF PROBATION – JOSHUA SANCHEZ**

The Department of Library Services (Department) respectfully requests that the Commission grant a probationary extension to Joshua Sanchez, General Librarian, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 1.01 A (1,2) of the Civil Service Policies and Procedures.

Mr. Sanchez was hired with the Department of Library Services as a General Librarian on April 25, 2020. Prior, Mr. Sanchez served the Department a Non-Career Administrative Intern starting in November 2015 before becoming an unclassified Community Program Technician in September 2019. The position of General Librarian requires that the employee have graduated from an ALA accredited college or university with a master's degree in Library Science by the end of probation. Mr. Sanchez is enrolled in a program with San Jose State University, however the final class required for the completion of his degree will not be offered until Fall 2020, so his graduation is scheduled to take place in December 2020.

Mr. Sanchez's probationary period is scheduled to conclude on October 30, 2020. The Department requests a three (3) month extension of his probationary period to enable him to complete his required degree program.

Thank you for your consideration of this request. If you have any questions, please contact me at (562) 570-6110.

