

employee is not entitled to the review procedure provided for in this Memorandum.

- B. Length of Initial Probation. The length of the initial probationary period is six (6) months-except:

Eligibility Technician I/II	18 months combined initial probationary period
Child Support Specialist	12 months
Fingerprint Examiner I	12 months
Fingerprint Examiner II	12 months
Fingerprint Technician I	12 months
Fingerprint Technician II	12 months
Forensic Technician I	12 months
Forensic Technician II	12 months
Investigative Technician I	12 months
Welfare Fraud Investigator	18 months
Public Safety Communications Officer I	18 months
Public Safety Communications Officer II	18 months
Sheriff 911 Communications Officer I	18 months
Sheriff 911 Communications Officer II	18 months
Public Defender Investigator I	12 months
Public Defender Investigator II	12 months
Child Support Interviewer	12 months

- C. Extension of Initial Probation. The initial probationary period of an employee may be extended by the employing Department Head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or a designee in writing at least 80 hours before the end of the existing initial probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances.

The initial probationary period may be extended by three (3) months with a maximum of a six (6) month extension. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class to which promoted, transferred or demoted.

- D. Initial Probationary Period Affected by Change in Class. An employee who has not completed the initial probationary period, and voluntarily promotes, demotes, or transfers to another class, will serve a new initial probationary period for the class to which the employee promotes, demotes, or transfers. The initial probationary period required pursuant to the provisions of this Section shall be in addition to any initial probationary period hours served by the employee in the position from which he/she voluntarily promoted, demoted, or transferred.

- E. Probation of Permanent Employees Following Change in Class or Lateral Transfer. During the first six months (or the equivalent of the initial probationary period for those classifications where the initial probationary period exceeds six months) of service in a paid status following a promotion, lateral transfer or demotion, a regular employee who held permanent status at the time of the promotion, lateral transfer or demotion shall, upon the department head's request, be returned to a position in the previously held classification in the former employing department. If the return

