



## Agenda Report

21-77

Agenda Date: 1/11/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Probationary Period of a Fire Captain (Employee No. 05752)

#### **ACTION AND AUTHORITY**

The Fire Department is requesting to extend the probationary period for a Fire Captain - 24 Hours (Job Code 475S) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

#### **DISCUSSION**

A Fire Captain - 24 Hours (Employee No. 05752), who has permanent status with the City as a Fire Engineer, was promoted to the classification of Fire Captain - 24 Hours on May 17, 2020. While in the Fire Captain - 24 Hours classification, the employee sustained an injury on July 25, 2020, and has been off of work since that day. His most recent work status report provided to the City indicates that he is to remain off of work until at least January 14, 2021. The Department has not had adequate time to assess the entirety of the employee's performance due to the absence. Therefore, the Department is requesting an extension of the probationary period by approximately six months, equivalent to the amount of time the incumbent is currently scheduled to be released from duty; or the amount of time the employee may be released from duty if continued to be extended, up to approximately ten months in the current classification. The employee's original end date is May 17, 2021; therefore, the new probation end date will be adjusted based on his return date, but not exceed approximately ten additional months. This will allow for a complete 12-months probationary period during which the employee is on full duty, to conduct the proper assessments required during probationary status.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board

outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the extension of the probationary period for a Fire Captain - 24 Hours (Employee No. 05752)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources