



## Agenda Report

19-1331

Agenda Date: 11/18/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Probationary Period of Water and Sewer Maintenance Worker I

#### **ACTION AND AUTHORITY**

The Water and Sewer Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "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 Water and Sewer Maintenance Worker I (Employee No. 07538) in the Water and Sewer Department was placed on modified duty on July 25, 2019, which began during the employee's probationary period, due to an injury. In order for the department to assess the incumbent's ability to perform all functions of the job, the incumbent needs to complete the final rotation assignment which takes approximately 3-4 months to learn. As a result of the modified duty assignment, the incumbent has been prevented from completing the final rotation assignment. Therefore, the Department is requesting an extension of the probationary period by approximately 4 months from the time the incumbent returns to full duty. If the incumbent continues on modified duty, the Human Resources Department may extend the probationary period to reflect the amount of time the incumbent has been on modified duty. 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 Civil Service Commission 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>](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 Water and Sewer Maintenance Worker I (Employee No. 07538)

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager