

APPENDIX "C"

JUNE 2, 2026 BOARD OF SUPERVISORS AGENDA

EFFECTIVE JUNE 22, 2026

PERSONNEL RULES

DEFINITIONS

Modified Light Duty: When an assignment temporarily allows an employee with documented temporary medical restrictions, affecting their ability to perform one or more essential functions, to remain working or return to work after an injury or illness. This assignment requires the waiver of one or more essential functions of the employee's current classification and position. Modified light duty is intended for use when employees cannot be accommodated with a reasonable accommodation.

PERSONNEL RULE 4 - SELECTION PROCESS

4113.3 Veteran's Preference: To be entitled to Veteran's Preference, an applicant must claim such preference on their application form, and prior to the final filing date, submit to the Director of Human Resources adequate evidence of honorable discharge from active United States military service in time of war. Veteran's Preference is allowable only on initial entrance into County service and shall be determined by computing 5% of the total weighted qualifying percentage scores.

PERSONNEL RULE 5 - PROBATIONARY PERIODS

~~A formal required probationary period applies only to incumbents of positions in the classified service. It is the final phase of the selection process. The probationary period provides a basis for the employing department to observe new personnel, and those who have been promoted, in order to determine whether they satisfactorily meet department standards. Conversely, probationary periods also provide employees an opportunity to evaluate their interests and capabilities relative to the position and department standards.~~

5000 Purpose: The probationary period provides a basis for a department to determine if newly selected employees meet departmental standards. Until an employee successfully completes the probationary period, they do not gain permanent civil service status and its associated protections.

5010 Nature and Duration: Unless otherwise specified in the Salary Resolution, all individuals entering, or re-entering, transferring, or promoting to a supervisory classification or reinstating within the classified service must in any class to which appointed or promoted serve a one-year probationary period of twenty-six (26) pay periods. This rule is subject to the following exceptions:-

5010.1 Promotion within Series: An employee who has promoted within the classification series in the same department prior to completion of their original probationary period shall not be required to serve a new probationary period, but instead shall be required to complete the remainder of their twenty-six (26) pay period probationary period. However, if the employee promotes to the supervisory level, a new probationary period must be served.

5010.2 Employment from Extra-Help: For purposes of calculating the duration of the probationary period only, employees who transition from an extra-help appointment to a permanent position in the same job classification and department shall receive credit for up to thirteen (13) pay periods of their probationary period completed immediately prior to the permanent appointment. Credit shall be given for each pay period in which the employee worked hours.

5010.3 Selection from Departmental Layoff List: Individuals selected from departmental layoff lists shall resume their prior probationary status at the time of layoff as follows: Individuals who were laid off after obtaining permanent status in the selected classification shall not be required to serve a new probation. Individuals who were laid off prior to obtaining permanent status in the selected classification shall be required to serve the remainder of their pre-layoff probationary period.

5010.4 Leave and Modified Light Duty: If an employee is on leave for any reason or on modified light duty exceeding the equivalent of three continuous workweeks as defined in the Salary Resolution, the probationary period will be extended for an equal amount of time as the leave or light duty assignment.

5010.5 Voluntary Demotion to Former Position: An employee who requests a voluntary demotion to the position they held immediately prior to promotion, and in which they had attained permanent status, may be reinstated to that position, subject to its vacancy and approval by the department head. In such cases, the employee shall not be required to serve a new probationary period.

~~5011—MOVED TO 5010.2 Employment from Extra-Help: (Ref. Definitions, Salary Resolution, Section 400) This section applies only to extra-help appointments which have been continuous, full-time immediately prior to permanent appointment.~~

~~For purpose only of calculating the duration of the probationary period, persons who are working on a full-time extra-help appointment when selected to fill a permanent position in the same job classification in the same department shall be given credit toward completion of their probationary period up to a maximum of three months. Those employees who have worked less than three months shall have their probationary period calculated from the date on which their current extra-help appointment began. The hiring department shall forward to the Department of Human Resources the date (up to the three-month maximum) when the individual began continuous full-time employment immediately prior to permanent appointment in the same job classification.~~

~~5012—MOVED TO 5010.3 Selection From Departmental Layoff List: (Ref. Salary Placement on Rehire From Layoff List, Salary Resolution, Section 400) Individuals selected from departmental layoff lists resume the status they enjoyed at the time of layoff.~~

~~5013—Probationary Period: (Ref. Alphabetical Position Listing, Salary Resolution, Section 100, "PROB PERD" Column)~~

~~5013.1—MOVED TO 5010.1 Employment at Entry/Experienced Level: When designated classes are in a series having both an entry and experienced level, persons either initially employed or promoted from outside the series are required to serve a one-year probationary period when appointed at either level. However, individuals hired at the entry level and advanced to the experienced level prior to the completion of the one-year probationary period are required to complete only the balance of the one-year probationary period. A person who completes a one-year probationary period at the entry level is not required to serve a new probationary period at the experienced level.~~

~~In the event an employee who has not completed the required initial one-year probationary period is promoted or demoted to any level within the class series, such employee is required to complete the remainder of the original one-year probationary period or complete a new six-month probationary period, whichever is the longer.~~

5020 Responsibilities of Department Heads Responsibilities: The department head is responsible for assessing the employee's performance and other pertinent factors and determining, prior to the end of the probationary period whether to reject the employee during the period. If such notification is not received, the employee automatically obtains permanent status at the end of the probationary period. It is the department head's responsibility to assess the probationer's performance and other pertinent factors. Based on such assessment, the department head shall determine, prior to the end of the probationary period, which of the following actions will be taken with respect to a given employee.

~~5021—Granting Permanent Status: When a department head finds an employee's service satisfactory, permanent status is granted to the employee at the conclusion of the probationary period. Permanent status can be granted only at the end of the probationary period, or any extension thereof.~~

~~5022—MOVED TO 5010.4 Probationary Extension—Leave of Absence During Probationary Period: A leave of absence during a probationary period in excess of 15 working days will automatically extend the probationary period by a number of working days equivalent to the number of working days on leave.~~

5023 Rejection During Probationary Period: When a department head determines an employee's performance is unsatisfactory, they shall complete a performance evaluation with an unsatisfactory rating and reject the employee. Probationary rejections are reported on the Probationary Period Action Form, which is submitted to the Director of Human Resources at the time of rejection. ~~When, during an original or extended probationary period, a department head determines that the services of an employee are unsatisfactory, he/she shall immediately reject the employee. Probationary rejections are reported on the form specified by the Director of Human Resources and must include a statement in writing of the reasons for the rejection. Advance notice will be given an employee to be rejected if possible. If such notification is not received, the new employee automatically gains permanent status at the end of the probationary period.~~

5023.1 Return to Position of Permanency: If an employee held permanent status in a lower classification at any time prior to their promotion, and is either rejected or laid off during probation, and if his/her appointment to the probationary period has been from a position in a lower classification in which he/she had permanent status, he/she has the they have the right to return to that position with no new probationary requirements. The exception to this Rule is set forth under Rule 5023.3.

5023.2 Transfer and Voluntary Demotion: An employee who is rejected during probation after voluntarily transferring or demoting to the position will be terminated from County service, forfeiting all employment rights.

5023.3 Termination for Cause: An employee who is dismissed for cause has no right to return to the position in which the employee held permanent status.

~~5024 Appeal to Rejection During Probationary Period: Rejection during probationary period is not subject to appeal to the Civil Service Commission except at the discretion of the Commission when an employee submits a written request for a hearing. Such written request must state that the employee believes that his or her rejection was due to unlawful discrimination and provide the basis for that belief. "Unlawful discrimination" means discrimination based on race, color, medical condition, religion, sex (including sexual harassment), national origin, political affiliation, age, disability, sexual orientation, or other factors protected under federal or state law. The procedures for such appeals are set forth in Rule 1, Section 1041. Rejection during probationary period is not grievable through the Fresno County Employee Grievance Procedure.~~

~~5025 MOVED TO 11060 Appeal to Rejection During Probationary Period or Denial of Promotion: (Peace Officer—California Penal Code Section 830.1) (Ref. Discrimination Complaint Procedure, Management Directives, Section 100) Notwithstanding the provisions of Section 5024 of these Rules, a probationary employee who is a peace officer as defined in California Penal Code Section 830.1 may appeal to the County Administrative Officer any punitive action, or denial of promotion on grounds other than merit, when state law requires an opportunity for an administrative appeal to be provided to that employee. The County Administrative Officer shall sustain the punitive action or denial of the department head if he/she finds that the grounds for such action or denial are true and constitute a reasonable basis thereof. The County Administrative Officer shall be the final adjudicator of all appeals pursuant to this section. Procedural rules and regulations shall be promulgated and adopted by the County Administrative Officer to carry out the provisions herein.~~

~~5026 MOVED TO 11070 Procedural Rules for Appeal from Rejection During Probationary Period or Denial of Promotion Pursuant to Personnel Rule Section 5025: Employees may obtain a hearing under Personnel Rule Section 5025 by delivering a written request for a hearing to the County Administrative Officer and serving a copy of that request on the department head who has taken the action within 90 days from the date of the rejection or denial.~~

~~Upon receipt of the request for a hearing and proof of service of the request on the department head, the County Administrative Officer shall set a date for the hearing and notify the parties.~~

~~The department head shall within 10 days of the receipt of a request for a hearing provide the employee with a statement of the basis for the rejection or denial.~~

~~At the hearing the County Administrative Officer may receive oral and physical evidence. The County Administrative Officer shall not be bound by any rules of evidence governing trial procedure.~~

~~The County Administrative Officer shall sustain the rejection or denial if he finds that the grounds for such action or denial are true and constitute a reasonable basis thereof.~~

~~The action of the County Administrative Officer shall be final and binding on the employee and the department head.~~

PERSONNEL RULE 11 - PROMOTION, TRANSFER, AND VOLUNTARY DEMOTION

~~This rule deals with~~ outlines the requirements for promotion, transfer, and demotion of incumbents of positions in the classified service and the promotion of individuals into positions in the unclassified service of active employees.

11010 Promotion: (Ref. Effective Date of Changes, Salary Resolution, Section 400); (Ref. Other Salary Changes, Salary Resolution, Section 400); This section provides for career advancement ~~either within a classification series or into other classifications~~ based on merit and demonstrated abilities.

11011 Definition: ~~An promotion shall be defined as an advancement of an employee in a permanent position may advance to a classification allocated to a higher salary range from an employment list and/or as defined by Personnel Rule 4310 - Suspension of Competition.~~

~~An employee in the classified service who has attained permanent status prior to the date of the first test in the selection process for a given position shall be eligible to compete in departmental promotional and general promotional examinations, as stipulated by the Personnel Rules.~~

11012 Promotional Employee Waiver of Education Qualifications: If, after employment in a classification series, the minimum education requirements for higher positions in the series are changed to become more restrictive, prohibiting the employee from advancement, the employee may qualify for promotion in the same classification series as determined by the Director of Human Resources.

~~11012.1 Definition: (Ref. Other Salary Changes, Salary Resolution, Section 400) Promotions to positions in the classified service are accomplished by either certification from an employment list, department head certification from trainee to experienced level class, or suspension of competition.~~

~~11012.2 MOVED TO 11012 Promotional Employee Waiver of Education Qualifications: If, after employment in a classification series, the minimum education requirements for higher positions in the series are changed to become more restrictive, prohibiting the employee from advancement through lack of presently required educational background, the employee may petition the Director of Human Resources for a waiver of said qualifications providing the employee meets the other minimum qualifications. If granted, the waiver of said qualifications would allow the employee to become a candidate in a specific selection process.~~

~~11012.3 Promotion from Entry to Experienced Level Class – Department Head Certification: Promotion from an entry class to a position at the experienced level in a series is made at the option of the department head for positions within his/her department.~~

~~Such promotions may be made when the employee has met the minimum qualifications established for the experienced level class and the department head has certified that the employee's performance has been satisfactory at the entry level and he/she is therefore qualified for advancement to the experienced level. This type of promotion can only become effective upon approval by the Director of Human Resources.~~

- 11013 Promotion in the Unclassified Service: Promotion to a position in the unclassified service requires ~~that the person interested meet the established minimum qualifications for the class. Such promotions can only become effective upon approval by the Director of Human Resources.~~
- 11014 Special Salary Upgrading: ~~(Ref. Other Salary Changes, Salary Resolution, Section 400) Special salary upgrading may be made on a limited term basis under circumstances and procedures prescribed by the Board of Supervisors by resolution or ordinance.~~
- 11015 Salary Range: ~~Salary range placement of an employee who promotes as explained in this rule is governed by Fresno County Salary Resolution Section 413.2.~~
- 11020 Transfer and Voluntary Demotion: ~~(Ref. Effective Date of Changes, Other Salary Changes, Salary Resolution, Section 400); (Ref. Effective Date of Changes, Salary Resolution, Section 400) This section permits permanent employees to move laterally or downward either within or between classifications and/or departments. Transfer may be made for a variety of reasons including, but not limited to, the desire to change to a classification which might offer better career advancement opportunities, reasonable accommodation pursuant to federal and state requirements, or because of personal reasons.~~
- 11021 Definition: Assignment of Lateral Transfer: ~~a) An employee may request to transfer to another position: (a) in the same classification, in another department; (b) in a different classification which has the same salary range, in the same or another department; (c) or in a different classification which has a different salary range, in the same or another department when, in the judgment of the Director of Human Resources, both classifications are comparable equivalent with respect to duties and responsibilities as determined by the Director of Human Resources.~~
- 11022 Definition of Voluntary Demotion: A type of transfer where the voluntary movement is to another classification having a lower salary range.
- 11023 Transfer Application for Transfer: Any employee occupying a permanent position desiring to initiate a transfer may inform the Director of Human Resources of this desire in writing by filing complete a completed transfer application with the Department Director of Human Resources.
- Upon receipt and approval of the transfer application, the Department Director of Human Resources will keep the application on file for one year six months. As vacancies occur the Department of Human Resources will inform departments of transfer applications. The A Department may choose to interview transfer applicants or decline to consider transfers. After filing a transfer application, employees are encouraged to contact departments regarding transfer opportunities.
- 11022 Requirements for Transfer:
- 11022.1 From One Class to Another: ~~An employee, at his/her request, and with the approval of the department head(s), may be transferred from a position in one class to that in another class provided there is satisfactory evidence of the employee's ability, as demonstrated by meeting minimum qualifications, to perform the essential functions of the new class. This type of transfer is effective only with the approval of the Director of Human Resources.~~

~~Employees who transfer from one classification to a different classification may be required by the department head to begin a new probationary period. If unsuccessful in the new probationary period, the employee is terminated from County service forfeiting all employment rights. If a new probationary period is a condition for transfer, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the transfer.~~

~~11022.2 From One Department to Another:~~

~~11022.2.1 An employee, at his/her request, and with approval of the department head(s) involved, may be transferred within the same class from one department to another. This type of transfer is effective only with the approval of the Director of Human Resources.~~

~~11022.2.2 Employees who transfer from one department to another may be required by the department head to begin a new probationary period. If unsuccessful in the new probationary period, the employee is terminated from County service forfeiting all employment rights. If a new probationary period is a condition for transfer, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the transfer.~~

~~11022.2.3 Salary range of an employee who transfers is governed by Section 413.7 of the Fresno County Salary Resolution.~~

~~11022.2.4 Deleted 10/16/23 (SR 23-031)~~

~~11022.3—MOVED TO 11030 Reassignment: A department head may at any time reassign an employee from one position to another in the same class within his/her department.~~

~~11023—MOVED TO 11040 Transfer of Functions: Whenever the functions of a department will transfer to another department, employees performing such functions will also be transferred. Such employees retain the same status and seniority in the new department as they enjoyed in the department from which transferred. The department head(s) must notify the Director of Human Resources a minimum of 60 days in advance of the proposed effective date. This written notice will set forth all the specifics of the transfer.~~

~~Should a transfer of functions result in layoff or reclassification action, the Personnel Rules governing layoff and reclassification shall apply in determining the status of the employees concerned.~~

~~11030 Reassignment: A department head may at any time reassign an employee from one position to another in the same classification within their department. Such employees retain the same status and seniority. Voluntary Demotion: (Ref. Other Salary Changes, Salary Resolution, Section 400); (Ref. Effective Date of Changes, Salary Resolution, Section 400) This section permits employees to move downward either within or between classification series. Demotions may be made for a variety of reasons including, but not limited to, the desire to change to a classification which might offer better career advancement opportunities, reasonable accommodation pursuant to federal and state requirements, or because of personal reasons.~~

~~11031—MOVED TO 11022 Definition: Voluntary movement of an employee in a position in the classified service to another position in a class having a lower salary range.~~

~~11031.1 Requirements for Demotion: An employee, at his/her request, and with the approval of the department head(s), may demote to a vacant position in another class for which he/she possesses the ability, as demonstrated by meeting the minimum qualifications, to perform the essential functions of the new class. An employee occupying a permanent position desiring to initiate a demotion may inform the Director of Human Resources of this desire by filing a completed transfer application with the Department of Human Resources.~~

~~Upon receipt and approval of the transfer application, the Department of Human Resources will keep the application on file for six months. As vacancies occur the Department of Human Resources will inform departments of transfer applications. The Department may choose to interview transfer applicants or decline to consider transfers. After filing a transfer application, employees are encouraged to contact departments regarding transfer opportunities.~~

~~Employees who demote to a class in another series may be required by the department head to begin a new probationary period. If unsuccessful in the new probationary period, the employee is terminated from County service forfeiting all employment rights. If a new probationary period is a condition for demotion, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the demotion.~~

~~11031.2 Reinstatement Privileges: An employee who is voluntarily demoted may, within one year, request reinstatement privileges as explained in Rule 4— Selection Processes, Section 4013.3.~~

~~11031.3 Displacing in a Lower Class: Displacing in a lower class is explained in Rule 12— Separations, Section 12049.2~~

~~11031.4—MOVED TO 11050 Salary Range: Salary Range placement of an employee who voluntarily demotes or demotes in lieu of layoff is governed by Fresno County Salary Resolution Section 413.4.~~

11040 Transfer of Functions: Whenever the functions of a department will transfer to another department, employees performing such functions will also be transferred. Such employees retain the same status and seniority in the new department as they attained in the department from which they transferred.

Should a transfer of functions result in layoff or reclassification action, the Personnel Rules governing layoff and reclassification shall apply in determining the status of the employees concerned.

11050 Salary Placement: Salary placement of an employee who promotes or transfers as explained in this rule is governed by Fresno County Salary Resolution Section 413.2.

11060 Appeal to Discipline or Denial of Promotion: (Ref. Peace Officer - California Penal Code Section 830.1, Government Code Section 3304(a),(b), and Discrimination Complaint Procedure, Management Directives, Section 100) A probationary employee who is a peace officer as defined in California Penal Code Section 830.1 may appeal to the County Administrative Officer any punitive action, or denial of promotion on grounds other than merit, when state law requires an opportunity for an administrative appeal to be provided to that employee. The County Administrative Officer shall sustain the punitive action or denial issued by the department head if they find that the grounds for such action or denial are true and constitute a reasonable basis thereof. The County Administrative Officer shall be the final adjudicator of all appeals pursuant to this section. Procedural rules and regulations shall be promulgated and adopted by the County Administrative Officer to carry out the provisions herein.

11070 Procedural Rules for Appeal of Discipline or Denial of Promotion Pursuant to Personnel Rule Section 11060: Employees may obtain a hearing under Personnel Rule Section 11060 by delivering a written request for a hearing to the County Administrative Officer and serving a copy of that request on the department head who has taken the action within 90 days from the date of the rejection or denial.

Upon receipt of the request for a hearing and proof of service of the request on the department head, the County Administrative Officer shall set a date for the hearing and notify the parties.