

**ARIZONA STATE PERSONNEL SYSTEM
STATEWIDE POLICIES AND PROCEDURES**

Policy Number: ASPSP/HRD-PB2.01	Issued: October 18, 2012
Subject: Promotional Probation and Reversion	Effective: October 18, 2012
Policy Section: Employment Status	Revised:
Policy Owner: ADOA Human Resources Division	

Scope:

This policy applies to all agencies, boards, offices, authorities, commissions, or other governmental budget units of the State that are part of the State Personnel System.

Actions taken under this policy are applicable only to positions in the covered service and covered employees.

Authority:

A.R.S. § 41-742, State Personnel System

A.R.S. § 41-771, Powers and duties of the Director relating to employees in covered service

R2-5A-402, Salary Administration

R2-5B-203, Promotional Probation

Definitions:

“Promotional Probation” means the specified period of employment following promotion of a permanent status employee to another covered position that has a higher grade.

“Reversion” means the return of a covered employee on promotional probation to a position in the class in which the employee held permanent status immediately before the promotion or to a similar position in another class at the same grade as the class the employee held permanent status if the employee possesses the qualifications for that position.

Policy:

A covered employee who is either in a position classified as a Correctional Officer I, Correctional Officer II or Correctional Officer III, Community Corrections Officer, Full Authority Peace Officer and/or an employee in an approved underfill position who is promoted to a covered position must serve a promotional probationary period of six months immediately following promotion to a higher grade position. During an employee’s promotional probationary period, the employee’s performance is evaluated to determine whether satisfactory performance at the higher grade has been achieved. An employee who fails to satisfactorily complete promotional probation may be reverted.

Procedure:

Promotional Probation

With a few exceptions, a covered employee who accepts a promotion shall become at will uncovered unless the employee is a covered employee accepting a covered service position. Positions that are designated covered are those positions that require certification as a full authority peace officer by the Arizona Peace Officer Standards and Training Board or a position designated as a Correctional Officer I, Correctional Officer II, Correctional Officer III or Community Corrections Officer in the Arizona Department of Corrections.

Statewide Policies and Procedures
Subject: Promotional Probation and Reversion

An employee who has a change in assignment from a position in one class to a position in another class having a higher grade shall receive a salary increase as determined by the agency head in accordance with the procedures and guidelines published by the ADOA Director, unless an exception is approved by the ADOA Director.

A permanent-status employee who is promoted to a covered position shall serve a promotional probationary period of six months. An agency head may extend an employee's promotional probation up to six additional months for employment-related reasons. The probationary period shall be extended for any period for which a probationary employee is on leave without pay for more than 80 consecutive working hours. If promotional probation is extended for this reason, the employee's probation may exceed one year.

A supervisor shall evaluate a promotional probationary employee and submit a report to the agency head before expiration of the employee's probationary period. If the agency head takes no action to extend the probationary period, to revert or separate the employee, or offer the employee another position, the agency head shall grant permanent status to the employee upon completion of the probationary period.

Reversion

A request to revert a covered employee from promotional probation may be made at any time the employee's performance has been evaluated by the supervisor and a determination made that performance fails to meet expectations established for the position. A request for reversion should include what efforts the supervisor has made to assist the employee in meeting performance expectations.

A request to revert an employee from promotional probation must be reviewed by the agency head or designee before the action is processed.

An agency head may approve a request for reversion, disapprove the request, or direct an extension of promotion probation as provided by R2-5B-203.B.

Upon approval of a reversion, the reverted employee is paid the same salary as that paid prior to the promotion, plus the percentage or dollar amount of increase of an intervening general salary adjustment for which the employee was eligible.

A reverted employee is provided written notice of the reversion that includes the title and grade of the position to which the employee is being reverted, the effective date of the reversion, and the employee's salary upon reversion.

Related Forms/Templates:

Reversion Letter - Template

Corresponding Policies:

ASPS/HRD-PA3.04, Change in Assignment

Contact:

If you have questions related to this policy, please contact your agency's Human Resources Office/representative.

Policy History (supersedes):

Not applicable