

HUMAN RESOURCES MEMORANDUM 26-005		DATE ISSUED: 2/11/26
SUBJECT: <b>Probationary Period and Reports</b>		REFERENCE: <a href="#">CalHR Manual 1214 - Extension of Probationary Periods</a>  <a href="#">Personnel Operations Manual – Probationary Reports</a>  <a href="#">Personnel Operations Manual – Probation Extension</a>
TO: All Department of General Services Managers and Supervisors and Attendance Clerks		SUPERCEDES: N/A

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

## Purpose

The purpose of this memo is to announce two key changes to the processing of probationary reports:

1. Probationary reports will now be tracked by the Office of Human Resources (OHR).
2. Quarterly audits will be conducted to ensure timely completion of [Report of Performance for Probationary Employee \(Std. 636\)](#) (probationary reports). Audit findings will be shared with the Department of General Services (DGS) executive staff. Failure to complete probationary reports on time may result in disciplinary action.

## Background

A probationary period is a period of specified time at the beginning of an appointment that is used to evaluate an employee's performance prior to granting the employee permanent status. The probationary period is the final phase of the employee selection process. During probation, the appointing authority may reject an

employee for reasons related to qualifications or failure to demonstrate merit, the good of the service, efficiency, fitness, or moral responsibility.

Probationary reports are required during the probationary period and must reflect performance for that time frame.

Probationary periods in state service are six or 12 months, depending on the classification, and begin on the employee's first day of work. Employees must be evaluated at least every third quarter of the probationary period (e.g., every two months for a six-month probationary period; every four months for a 12-month probationary period). Managers and supervisors may complete additional evaluations at any time, especially when there are performance concerns. Managers and supervisors should consult with their management and the Construction Intervention Unit (CIU) for guidance.

Employees who laterally transfer internally within DGS are not required to complete a new probationary period. Employees transferring from another state department must complete a new probationary period.

Probationary reports help supervisors and employees:

- Adapt to their job and work environment.
- Recognize effective performance.
- Identify areas for improvement and training.
- Determine whether to grant permanent civil service status.

It is the policy of DGS that an employee's probationary period will be extended if they have not met the required number of actual hours worked in the prescribed length of the probationary period. Regardless of whether the employee is out on any type of leave (i.e., worker's compensation, Family and Medical Leave Act, military leave, etc.), the probationary period must be extended when an employee has not completed the required probationary hours. Refer to [Personnel Operations Manual – Probation Extension](#) for detailed instructions.

## Responsibilities

### Managers/Supervisors:

Ensure [Report of Performance for Probationary Employee \(Std. 636\)](#) is completed on time based on the employee's hire date. If ratings are other than "standard," the report must be reviewed and approved by CIU before discussion with the employee. After approval, submit the report to OHR for filing in the employee's OPF.

Managers and supervisors will receive alerts for the upcoming probationary period. They are responsible for timely completion and submission to OHR.

**Attendance Clerk:**

Assist managers and supervisors by tracking due dates.

Submit all forms to OHR at [DGSPerformanceEvals@dgs.ca.gov](mailto:DGSPerformanceEvals@dgs.ca.gov).

**Office of Human Resources:**

Track probationary reports to ensure timely submission and filing in the OPF.

OHR will conduct quarterly audits and prepare reports for executive staff.

**Resources**

[STD 636 Report of Performance for Probationary Employee](#)

[CalHR Manual 1214 Extension of Probationary Periods](#)

[Government Code Sections 19170-19180](#)

[CA Code of Regulations Title 2, Division 1, Chapter 1, Subchapter 1.3, Article 14, Sections 3201-3207](#)

**Questions**

Employees with questions should contact their supervisor.

**Mary Sue Paul**, Chief  
Office of Human Resources