



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

TRAINEE STATUS

Trainee status applies only to the lowest position in a job series. For example, Secretary II and Secretary III positions could not have trainee status while a Secretary I position could, since it is the lowest job position within a job series.

An applicant who shows promise but lacks the skills required to perform a specific job may be hired as a trainee which will be noted by the parenthetical (Trainee) following the class title. The training period will be six (6) months unless unusual circumstances dictate a longer period. Consult the Human Resources Office as to what constitutes "unusual circumstances."

At the end of the six (6) month training period, the employee will either be:

- a. Advanced to the minimum for the class in which he/she has been appointed and the parenthetical word (Trainee) dropped from the title,
- b. Continued in trainee status with approval of both the appropriate administrative officer and the Human Resources Office if "unusual circumstances" dictate,
- c. Reclassified based upon availability of positions and/or employee evaluation during the training period, or
- d. Terminated.

Pay administration for persons in "trainee" status is described under "Pay for and Employee in Trainee Status," this Section.