



City of Gardena

Probationary Statement

Filed pursuant to Resolution Number 4171, Personnel Rules and Regulations, Section 9.1: "All initial appointments shall be tentative and subject to a probationary period of six (6) months except for sworn personnel of the Police Department, which shall be subject to a probationary period of twelve (12) months from the date of graduation from the Policy Academy or twelve (12) months from date of hire for a Police Officer. The Personnel Officer shall notify the concerned department head one (1) month prior to the termination of any probationary period. The appointment authority shall then file with the Personnel Officer a statement in writing recommending either the retention or rejection of the employee."

Please file this statement with the Personnel Officer before end of probationary period shown below:

Employee:

Classification:

Original Date of Hire:

End of Probationary Period:

Date of Promotion:

End of Probationary Period:

Date of Reclassification:

End of Probationary Period:

STATEMENT OF APPOINTING AUTHORITY:

The service of the above-named employee **is** satisfactory, and it **is** recommended that said employee be retained as an employee of the City of Gardena after the end of the probationary period.

The service of the above-named employee **IS NOT** satisfactory at this time and it is recommended that said employee be retained on probation status until pending further review.

REMARKS PERTAINING TO EMPLOYEE'S SERVICE:

Appointing Authority Signature _____, Title

Date:

Employee Signature _____