



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER 205.1	EFFECTIVE DATE 10/18/2022
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POLICY:

It is the policy of the County that all new employees and all present employees promoted to a new job are to be carefully monitored and evaluated for a probationary period on the job of at least six months. After satisfactory completion of the probationary Performance Appraisal, such employees will be evaluated on an annual basis as provided for in the unit PERFORMANCE APPRAISALS, AM-302.1. Probationary pay increases are detailed in the unit PAY PROGRESSION SYSTEM, AM-304.1.

COMMENT:

1. Supervisors are to observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, conduct, or attitude are to be brought to the employee's attention for correction.
2. Supervisors are to prepare a written appraisal of the employee's job performance by the end of the first six months on the new job. The appraisal is to include a recommendation as to whether the employee should continue in the position. All copies of the appraisal are to be forwarded to the department head and the Human Resources Department for inclusion in the employee's personnel file. Once processed, the employee will receive a copy of the appraisal from the Human Resources Department.
3. Employees will move from probation to regular status if they are given a satisfactory appraisal at the end of their initial six month employment period. As a general rule, six months is adequate time for management to determine an individual's suitability to move from probation to regular status and extensions will not be necessary. In limited situations, the probationary period may be extended up to a maximum of eighteen months as approved by the department head. The extension must be approved by the department head prior to the end of the initial six month probationary period and communicated in writing to the employee.
4. If a newly hired probationary employee has not demonstrated satisfactory job performance, supervisors may recommend termination at any time during the probationary period. The action to terminate must have the prior approval of the department head. The department head must be satisfied that appropriate training was provided to the probationary employee and that termination is appropriate. If the decision to terminate the probationary employee is made, a dismissal under the terms of probation memo will be provided to the employee by the department head. The documentation should be forwarded to Human Resources for inclusion in the personnel file.



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5. Newly hired probationary employees who are terminated do not have the right of administrative appeal through appeals or grievance procedures.

6. Employees completing a probationary period following a promotion who are unable to perform satisfactorily in their new jobs may return to their original jobs, if a vacancy exists, or they may be demoted to a different job. If the original job has been filled or no alternative job (for which the employee is qualified) which would be a demotion exists and there are no opportunities for transfers to other departments, management may terminate the unsatisfactorily performing promotional employee upon management's determination that such termination is in the best interest of the county. Decisions made relative to this item (6.) are to be documented carefully and in detail for the record of the affected employee. This record should specify what actions were taken to assist the employee and show that the decision is approved by the department head.

Jason E. Brown \_\_\_\_\_

DATE \_\_\_\_\_