

# CHAPTER 4 - PROBATIONARY PERIOD

## SECTION A PURPOSE

The probationary period is an essential part of the selection process and is a continuing evaluation of the candidate prior to granting regular employee status. During the probationary period, an employee is required to demonstrate suitability for the position by actual performance of the work.

## SECTION B PROBATIONARY PERIOD

1. Duration: The probationary period for a new employee, a newly promoted employee, an employee who voluntarily demotes, or a transferred employee is a period of six months unless otherwise determined by the Employing Official. The probationary period may be extended by the Employing Official for reasons including but not limited to
  - a. A disciplinary problem has developed which is correctable with more time, and it is in the best interests of the County to do so.
  - b. Additional training is required to achieve satisfactory performance.
  - c. The Employing Official determines that there has been an insufficient or inadequate opportunity to evaluate the probationer's performance.
  - d. Other reasons determined to be appropriate by the Employing Official.
2. Notification: Notification, in writing, which states the reason for the extension and the employee's obligation during the extension period shall be provided to the probationer, with a copy to the Human Resources Department.
3. Conditions of Probation: During the probationary period an evaluation shall be performed approximately two weeks prior to the end of the six (6) month probationary period. During the probationary period, the Employing Official may, with or without cause, dismiss or demote an employee. The probationary employee is at-will and does not have the right to appeal or the right of access to the grievance process upon demotion, dismissal or disciplinary action.
4. Paid Time off During Probation: New and transferred probationary employees may use accrued leave during the probationary period.
5. Conditions of Probation for Promoted Employee: During the probationary period for a new promotion, the Employing Official may, with or without cause, demote the employee to his or her prior position or an equivalent position to the same wage grade and at the step previously held.