

**Policy number:** II-12

**Subject:** INTRODUCTORY PROBATION

**Revision:** two

**Approved:** Agency Board:

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## **POLICY**

It is the policy of the agency that all new employees be placed on introductory probation and all present employees transferred or promoted to a new job shall be placed on introductory probation for a period of six months. Upon successful completion of the probationary period the employee will be given regular status. Transferred or promoted employees who do not meet the job requirements in the new position during the introductory period, may be returned to their original job if a vacancy exists, or may be terminated at the discretion of the Agency.

## **PROCEDURES**

1. During the probationary period the employee's job performance will be carefully observed by the supervisor. Weaknesses in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.
2. At the end of the introductory probationary period the supervisor should prepare a written evaluation of the employee regular status. The evaluation shall be placed in the employee's personnel file. The period may be extended, if deemed appropriate for the employee's job performance. The evaluation should include a recommendation, by the manager responsible for evaluation as to the granting of regular status.
3. New employees whose job performance is deemed by their supervisors to be unsatisfactory after reasonable efforts have been made to improve their performance may be terminated at any time prior to completion of the probationary period. A written evaluation shall be prepared by their supervisor and forwarded for inclusion in the personnel file. These employees have no rights of appeal, and no detailed explanation of the nature of the termination will be required, because in some cases the position may simply be unsuited to the individual. Policy Council approval / disapproval of the action will be placed on the agenda for the next meeting.
4. New employees shall not be eligible to take accrued annual or sick leave until the 181st day of employment, provided they have satisfactorily completed their probation. Although sick and annual leave may not be utilized during the six month introductory period, employees granted regular status will be credited with the six days of annual leave and six days of sick leave earned during their initial employment period. New employees may be allowed up to six days of unpaid leave for needs that would have required the use of sick leave. Other time off will be allowed for normal closing periods such as December holidays.
5. An employee will be granted regular status only after the supervisor has completed an evaluation with a rating of satisfactory or above.