



OFFICE OF ADMINISTRATION

ADMINISTRATIVE POLICY

POLICY TITLE: Probation	AUTHORIZED BY: Kelvin L. Simmons Commissioner
POLICY : B-6	PAGE: 1 of 2
ISSUED: August 1, 1984	REVISED: September 2011

I. General Statement

Every person appointed to a permanent merit system position, excluding regular employees who are reinstated within two years after layoff or demotion in lieu of layoff, is required to successfully complete a probationary period. During the probationary period, employees must prove that they have the ability to perform the duties of the position. At any time during the probationary period, an employee may be removed if the employee is unable or unwilling to perform the duties of the position satisfactorily. After successful completion of the probationary period, the employee obtains regular status.

II. Guidelines

- A. The probationary period shall begin upon reemployment, noncompetitive appointment, noncompetitive promotion or appointment from a register of eligibles, a promotional register or reinstatement register. However, uninterrupted service in a position by a provisional or emergency employee which immediately precedes an appointment from the register to the same position shall be credited toward the probationary period except that the employee must serve in probationary status at least sixty days following the employee's appointment.
- B. Any interruption of service during the probationary period shall not be counted as a part of the total probationary service required.
- C. For employment classes identified by the director as having substantial supervisory or administrative responsibilities, the normal length of probation shall be twelve months for employees serving original or promotional probationary periods, but may range anywhere from six to eighteen months.
- D. For employment classes not involving substantial supervisory or administrative responsibilities, the normal length of probation shall be six months for employees serving in either an original or promotional probationary period, but may range anywhere from six to twelve months.
- E. The minimum length of probation shall be three months for employees of any class who are serving a probationary period following reemployment under these rules or following reinstatement which occurs later than two years after the effective date of layoff or demotion in lieu of layoff. The normal and the maximum length of probation in these cases shall be the same as is provided in this policy for promotional and original probationary periods for the class category involved.



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- F. The normal probationary period for the class involved shall be served by all employees unless the appointing authority finds that extending or reducing the length of probation is appropriate. The appointing authority shall notify the employee and the director in writing of the extension or reduction and the reasons for the change.

- G. If an appointing authority finds that it will require more time than the normal probationary period to evaluate an employee's ability to successfully perform the various duties of a position, it may extend the probationary period not to exceed the maximum period allowed.