

**Policy:**

It is County policy that all new employees (full-time and part-time regular employees in Board-approved positions; does not include temporary or casual employees) are to be carefully monitored and evaluated for an initial on-the-job probationary period of six months. The probationary period only relates to new hires; it does not apply to transferred nor promoted employees. After satisfactory completion of the probationary evaluation, such employees will be formally evaluated on an annual basis as provided for in the Performance Evaluation Program (See Performance Evaluation Policy 502 for further information).

**303:1 GENERAL PROVISIONS**

1. Supervisors are responsible for department orientation of new employees, including establishment of performance standards, work schedules and expected employee behavior.
2. Supervisors are to observe carefully the performance of each employee in a new position. Strengths and weaknesses in performance, attendance, conduct or attitude are to be brought to the employee's attention.
3. Supervisors shall prepare a written evaluation of the employee's job performance by the end of the first three months on the new job. The evaluation should be forwarded to the department director for comment/signature and then to Human Resources for inclusion in the employee's personnel file. A copy should be provided to the employee.
4. After six months, an additional written evaluation of the employee's performance must be completed. The evaluation is to include a recommendation as to whether the employee should continue in the position. The evaluation should be forwarded to the department director for comment/signature and then to Human Resources for inclusion in the employee's personnel file. A copy should be provided to the employee.
5. Employees will be encouraged to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six-month employment period and receive their supervisor's endorsement to continue in the job. In rare circumstances employees not receiving such satisfactory evaluation and endorsement may be given additional time to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance (not to exceed three months).
6. During the probationary period, an employee may be disciplined, laid off, suspended, or terminated, and such action shall not be subject to the grievance procedure set forth in this Manual.
7. Newly hired employees accrue sick and vacation hours beginning the first day of employment (see Sick Leave Policy 401, Vacation Leave Policy 402). Sick leave may be taken during the probationary period if available. Vacation leave may be taken only after the employee has successfully completed their probationary period and been recommended for continued employment.

## **PROBATIONARY PERIOD**

Policy Number 303

Page 2 of 2

---



*This page intentionally left blank.*