

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 4-4

Effective: 4/14/2009

Revision No.: 2

Review Date: 4/14/2010

Probationary Period

OVERVIEW: This policy describes the employment relationship during the first twelve months of initial employment, and the six months following a promotion or transfer.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners except for Board Appointees, Executive Service Appointees, Management and Legal Intern Appointees, and Temporary (including Unclassified Service) employees.

PROVISIONS:

1. Probationary Period. Except as described below, the initial probationary period for employees hired before April 14, 2009 is six months and the initial probationary period for all employees hired on or after April 14, 2009 is the first twelve months of employment. For all employees within the scope of this policy the first six months after a promotion is a positional probationary period during which the employee's qualifications are observed to determine suitability for a position.
2. All employment shall not be deemed permanent until an employee has successfully completed an initial probationary period of twelve months. Promotions and transfers shall be deemed permanent after successful completion of a six month probationary period.
 - a. Periodically during the probationary period, an employee will be evaluated and counseled regarding work performance.
 - b. An employee's initial probationary period may be extended by the department director for an additional three months. Approval must be in writing, based on documented counseling of the employee and be submitted before the initial probationary period expires.
3. An employee in an initial probationary period or initial trainee status may be separated from employment at any time upon approval by the department director. The employee shall not have the right to appeal the dismissal.
4. A permanent employee who is promoted, promoted to trainee status or transferred and who does not successfully complete the probationary period will be returned to the previous position and shall not have the right of appeal.
5. An employee who has been transferred to a lower classification as a result of reorganization or demotion shall not be placed in a probationary status.

6. An employee shall be entitled to the full benefits and privileges afforded to permanent employees following the successful completion of the initial probationary period.
7. An employee must have successfully completed the initial probationary period on or before September 30th of the fiscal year the employee was hired to be eligible for a merit increase.

County Manager

County Attorney