

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Work Test & Permanent Status for Classified Employees		
Policy Number: 104.15	Effective Date: 9/6/2018	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

Classified employees who are Promoted, Demoted, or Transferred to a classified position shall serve the appropriate Working Test Period. The successful completion of the Working Test Period is part of the employment examination procedure as applicable under the State Personnel Board Rules.

II. Authority:

- A. O.C.G.A. §: 45-20-6 Classified Service;
- B. State Personnel Board Rules: 478-1-.02 Terms and Definitions, 478-1-.10 Classification Plan, 478-1-.15 Changes to Employment Status, 478-1-.16 Absence from Work, and 478-1-.24 Working Test and Permanent Status for Classified Employees; and
- C. ACA Standards: 2-CO-1C-15 and 4-4059.

III. Definitions:

- A. **Working Test Period** - 6 to 12 months' probationary period of employment in a classified position, in which the classified employee must demonstrate with a formal evaluation, to the satisfaction of the Appointing Authority, the knowledge, skills, abilities and other necessary qualities to satisfactorily perform the duties of the position.
- B. **Working Test Mid-Year Review** - A management review by the Appointing Authority. It includes an evaluation of the employee's progress and recommendations, if any, for corrective action.
- C. **Interdepartmental Transfer** - Movement of an employee from a classified position in one agency to a classified position in another agency.
- D. **Promotion** - Movement of an eligible employee from a position on a lower pay grade to a position on a higher pay grade.
- E. **Demotion** - Movement of an employee from a position on a higher pay grade to a position on a lower pay grade.

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F. **Transfer** - Movement of an employee to another position on the same job or to a position on a different job of the same pay grade.

IV. **Statement of Policy and Applicable Procedures:**

This is applicable to all existing classified employees who are Promoted, Demoted or Transferred to a classified position within the Georgia Department of Corrections (GDC). It also applies to classified employees of other state agencies who Transfer to a classified position within GDC. If the employee is classified and is moving to a position which is unclassified, the employee becomes unclassified permanently.

Examples:

OLD POSITION	NEW POSITION	CLASSIFICATION STATUS
Classified	Classified	Classified
Classified	Unclassified	Unclassified
Unclassified	Unclassified	Unclassified
Unclassified	Classified	Unclassified

A. Rules for Classified Employees:

1. The Working Test Period: The Working Test Period shall be an essential part of the examination process and applies to Promotions and Interdepartmental Transfers of classified employees ONLY. The length of the Working Test Period for each job is set by the Commissioner of the Department of Administrative Services (DOAS).
2. Start of the Working Test Period: The Working Test Period shall begin with the first day the classified employee actually reports for work except in instances where the first workday of the month is a regularly scheduled non-workday for the position. For example, if the classified employee reports to work on the first workday of the month, the Working Test Period shall be deemed to have begun on the first day of the month. The classified employee cannot be placed in pay status until the employee actually reports for work.

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3. Length of Working Test Period: The DOAS Commissioner may fix the length of the Working Test Period for any job at not less than six (6) nor more than eighteen (18) months. The Working Test Period will be the first six (6) months in a position unless the DOAS Commissioner designates a different length. The length of the Working Test Period shall apply to all positions in the job affected, but if the period is increased in duration, employees employed under the shorter period will acquire permanent status as if the length had not been increased, unless otherwise specified by the DOAS Commissioner.
4. Extending Working Test Period: The Working Test Period shall be extended day for day by any time spent on leave with pay under the State Personnel Board Rule Provisions for Special Injury Leave (Rules 478-1-.16(20)) or in non-pay status. Exception: Time spent in non-pay status for ordered uniformed service (as defined in the Uniformed Services Employment and Reemployment Rights Act) shall not extend the Working Test Period.
5. Adverse Action Appeals: As part of a consent agreement to dispose of an adverse action appeal entered into, in accordance with the provisions of 478-1-.24(2)(d), a classified employee may be placed on Working Test status. The length of the Working Test Period and the consequences of failure to satisfactorily complete such Working Test, shall be clearly indicated in the terms of the agreement.

B. Working Test Mid-Year Review:

1. The Appointing Authority, or designee, shall conduct a mid-year performance review for each employee serving a Working Test Period.
2. The mid-year review shall be presented to the employee within ten (10) calendar days of the date the employee completes one-half of the Working Test Period or as near to that date as is practicable.
3. The mid-year review shall include an evaluation of the employee's progress and recommendations, if any, for corrective action.

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4. Such management review shall be conducted solely for the purpose of promoting efficient management and employee development and shall not be interpreted as granting any additional rights to the Working Test employee.

C. Permanent Status:

1. Permanent Status: It shall be the responsibility of the Department Human Resources (HR) Director to determine whether a working test classified employee is to be granted permanent status. Permanent status shall be effective immediately following completion of a satisfactory performance management review. If it is determined that the classified employee is not to be granted permanent status, the Department HR Director shall affect the Transfer, Demotion, or separation of the employee.
2. Permanent Status with License or Certificate: Permanent status shall not be granted to a classified employee prior to the acquisition and submission to the Appointing Authority of any required license or certificate.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.