 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Executive Division
	<b>Chapter No./Name</b>	DCFS Departmental Policy
	<b>Part No./Name</b>	4-Human Resources
	<b>Section No./Name</b>	4-29 Permanent Status Attainment
	<b>Document No./Name</b>	4-29 Permanent Status Attainment
	<b>Effective Date</b>	February 23, 2015

## I. STATEMENT OF POLICY

It is the policy of the **\*Department of Children and Family Services (DCFS)\*** to provide standardized guidelines and criteria regarding compliance with [Chapter 9](#) of the **\*Louisiana\*** [Civil Service Rules](#). The granting of permanent status shall be administered uniformly and equitably throughout **\*DCFS,\*** without regard to race, sex, age, disability, national origin, religion or other non-merit factors.

### Purpose and Scope


The probationary period is a working test period used by **\*supervisors\*** and managers to determine if the employee is willing and/or able to meet the standards of performance for the job **\*\*\***. Civil Service Rules regarding the probationary period state that employees must serve a probationary period of no less than six **\*(6)\*** months and no more than twenty-four (24) months in length. **\*DCFS requires an employee to maintain a minimum of twelve (12) months of successful work performance before being considered for permanent status.\*\*** The **\*\*\*** probationary period for **\*DCFS employees shall not extend beyond the\*\*** maximum of twenty-four (24) months **\*as mandated by the Louisiana Department of State Civil Service.\*\*** **\*\*\* \*DCFS\*** Human Resources Section shall send out tickler notices of eligibility for attainment of permanent status sixty (60) days in advance of the expiration of an employee's twelve (12) month initial eligibility and the expiration of an employee's twenty-four (24) month probationary period. An employee who has not been granted permanent status by the end of the twenty-four (24) month probationary period shall be removed from his/her position.

This policy shall apply to all **\*bureaus/divisions/sections of DCFS.\*\*** Only the appointing authority or designee shall grant permanent status.

## \*II. PROCEDURES\*

### For Granting Permanent Status

- A. **\*The supervisor must closely monitor the probationary employee's\*\*** work. Documentation maintained during the probationary period should reflect the employee's ability/inability to meet the required standard of work performance, and that the supervisor's efforts to correct any problems were noted and discussed with the employee.
- B. The supervisor shall **\*ensure that the criteria for attaining permanent status have been satisfied. No employee shall be recommended for permanent status that has received an overall rating of Needs Improvement/Unsuccessful in the evaluation period prior to the probation expiration date. The employee's eligibility for a performance adjustment is considered separate and apart from the request for attainment of permanent status.\*\***

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- C. The supervisor shall complete the **\*DCFS\*** Attainment of Permanent Status Recommendation Form **\*DCFS HR 08\*** ([Adobe version](#)/[Word version](#)) **\*\*\***. The supervisor shall recommend, based on the documentation contained in the **\*supervisory file one of the following:\*\*** that the permanent status be granted, that the probationary period be continued not to exceed twenty-four (24) months, or that the employee be separated from the position.
- D. **\*The DCFS HR-08 form\*\*** shall be submitted through the appropriate chain of command to the appointing authority at least one month prior to the end of the required probationary period.
- E. After a decision is reached, the appointing authority shall submit the forms to the **\*DCFS\*** Human Resources Section.

### Experience Gained on Temporary Appointment

As a result of **\*DCFS\*\*** extensive use of temporary appointments (**\*job appointments\*\***), experience earned while in **\*a\*\*** temporary **\*appointment,\*\*** **\*with\*\*** the same job title, may be considered **\*and counted\*\*** towards the minimum of twelve **\*(12)\*\*** months required for consideration for permanent status **\*\*\***. **\*The employee must have worked consecutively for twelve (12) months;\*\*** served in probationary status for no less than six (6) months at the time of the recommendation and that work performance fully meets all performance standards.

### Exceptions

The appointing authority may grant an exception to any provision of this policy, provided that such exception shall not be in conflict with Civil Service Rules or other pertinent regulations.

## **\*III. FORMS AND INSTRUCTIONS**

**\*DCFS Attainment of Permanent Status Recommendation Form DCFS HR 08 ([Adobe version](#)/[Word version](#))\*\***

## **IV. REFERENCES**

**[Louisiana Department of Civil Service Rules\\*\\*](#)**