



Unified Government Human Resources Guide

Effective 07-10-2014

PROBATIONARY PERIOD

- I. General: All employees new to any position must serve a probationary period of six months as the final step in the selection process.
- II. Policy
 - A. This policy covers only employees not subject to a Memorandum of Understanding or other contractual agreement between the Unified Government and a represented group of employees, unless otherwise agreed upon by a bargaining unit. This policy also covers Police, Fire, and Sheriff command staffs.
 - B. This policy does not apply to employees who have been appointed to seasonal, temporary, or summer positions.
 - C. The probationary period is defined as the initial six months of any new position, whether the employee is a new Unified Government employee or an employee who has been transferred to a new position.
 - D. Probationary period review
 1. The supervisor shall discuss the expected performance standards with the employee at the start of the probationary period.
 2. Employees hired or transferred from January 1 through June 30:
 - a. will undergo probationary review at the conclusion of six months;
 - b. will have goals set at the start of their employment as part of the annual performance review process;
 - c. will participate in the annual performance review process in the same calendar year they are hired or transferred.
 3. Employees hired or transferred from July 1 through December 31:
 - a. will undergo probationary review at the conclusion of six months;
 - b. will have goals set and participate in the annual performance review process in the calendar year following their hire or transfer date.
 - E. At the conclusion of the six-month probationary period, the employee's supervisor will meet with the employee to evaluate his or her performance and advise the employee on the skills he or she needs to improve. The supervisor may extend the employee's probationary period for up to three months, if he or she deems it advisable to do so.
 - F. Newly hired probationary employees are eligible to receive one-half of their annual vacation allotment on the first day of the month following the successful completion of the six-month probationary period as outlined in Section 5.2 Vacation. If the employee's probationary period is extended, the employee's vacation credit will be delayed until the probationary period is successfully completed. In that case, the vacation hours equivalent



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to the employee's months of service will be credited at the first of the month following the completion of the probationary period.

- G. The Grievance Procedure is not available to the new employee during the initial probationary period, but it is available to the employee who has been transferred to a new position.
- H. Complaints of discrimination or harassment in the workplace will be allowed by all employees, whether probationary or not.

RELATED POLICY: 3.2 Performance Evaluations
 5.2 Vacation

RELATED FORM(S): Probationary Review Form