

DCRT Policy #:

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Revision Date:

Subject: PROBATIONARY PERIOD AND PERMANENT STATUS

Authorization:

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I. PHILOSOPHY

It is the philosophy of the department to maintain a workforce of employees who are committed to excellence. Employees required to serve a probationary period will be evaluated and certified as having met the required standard of work in order to gain permanent status.

II. APPLICABILITY

This policy shall apply to all classified employees of the department.

III. POLICY

An employee who is required to serve a probationary period following an appointment, as described in Chapter 9 of the Civil Service Rules, shall serve no less than twelve months or more than twenty-four months.

The probationary period shall be an essential part of the examination process and shall be used for the most effective adjustment of a new employee to the job and for the separation of any probationary employee whose performance does not meet the required standard of work.

A probationary employee who has met the required standard of work during the probationary period shall be certified as permanent no later than twenty-four months from the beginning of the probationary period.

A probationary employee may be separated by the Appointing Authority at any time, without cause, during the probationary period. Employees who have not met the required standard of work within the maximum twenty-four month probationary period must be separated from service by the Appointing Authority.

IV. PROCEDURE

Prior to filling a vacant position, the Appointing Authority shall verify with the Human Resources Office whether an appointment will require serving a probationary period. The type of appointment shall also be discussed with the employee when a Conditional Offer of Employment is made.

A permanent employee who accepts a probationary appointment must sign a Pre-Employment Statement of Acceptance.

Upon the employee's first eligibility for permanent status (twelve months), the Human Resources Office will notify the appropriate supervisor by providing a "Permanent Status Consideration" form that must be completed, indicating the desired action, and approved by the Appointing Authority. The Human Resources Office will complete the desired action upon receipt of the approved form.

When an employee is eligible for a merit increase at the same time as earning permanent status, the Human Resources Office will also provide a "Merit Increase Consideration" form to the supervisor to be processed in the same manner as described above.

V. CONSEQUENCES

Violations of this policy and Civil Service Rules can result in Civil Service audit findings.