

K. PROBATIONARY PERIODS

Employees on probational appointments shall serve a probationary period of no less than six (6) months and no greater than two (2) years at the discretion of the Executive Director.

When a probational appointment job offer is made to an employee with new or permanent status at the time, the probationary period applicable to the appointment shall be clearly stated to the employee.

New or permanent employees who accept a probational appointment must sign a written statement confirming his understanding that he will serve a probationary period.

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 and for the elimination of any probationary employee whose performance does not meet the required standards of work.

The probationary period of a part-time employee shall be computed on the same calendar basis as though he were employed full time.

A probationary employee who is absent for military training or military active duty more than thirty consecutive calendar days, shall be returned to duty in the probationary status at the point he/she reached in the probationary period before leaving. Absences of thirty consecutive calendar days or less shall be counted as part of the probationary period.

A probationary employee may be terminated by the Executive Director at any time.

Sample of Certification

I, _____, understand that I have accepted the position of _____ in probational status. I understand the probation period will last no less than six (6) months and no more than two (2) years, and that I may be separated at any time for any reason while on probation.

Employee Signature

Date

Witness Signature/Title

Date