

PROBATIONAL REMOVAL - CLASSIFIED EMPLOYEES

The purpose of a probationary period is to provide the employer with a "trial period" in which to assess the employee's performance during which time the employee does not enjoy a property right to public employment.

Civil Service considers the probationary period an extension of the testing process. The probationary period is no less than six (6) months and not more than twenty-four (24) months.

Supervisors are encouraged to use the probationary period wisely as the burden to discipline a permanent employee is much greater. Although probational employees are not necessarily subject to progressive discipline, supervisors should provide a reasonable opportunity for the employee to become aware of and improve or correct any deficiencies.