

D-7 Probation Period

An employee's first six (6) months of employment in a position of original appointment, promotion, or transfer to a position with different qualifications will generally be considered a "Probation" period. This probation period is for training, evaluation, and observation to obtain the most effective adjustment of the new or promoted employee and to monitor the employee's performance.

At no time during the probation period should the employee have expectation of continued employment. The County is an at-will employer. An employee may be discharged from their position at any time during the probation period with or without reason and without the right of appeal or hearing.

During the probation period, the department head will typically discuss the employee's performance at least once per month with the employee. At the end of the probation period, the department head will prepare a performance evaluation indicating satisfactory or unsatisfactory performance, and will recommend that employment be continued or terminated. The employee will be notified no later than the last day of the probation period whether their employment will be terminated or continued. Upon successful completion of the probation period, the employee will be considered capable of performing satisfactorily in that position and will be offered continued employment.