

Probationary Guidelines and Employee Expectations

The probationary period is designed as an initial "testing" period in which an individual hired for a classified position can demonstrate the ability to perform the essential functions of the assigned position. Employees are considered unclassified (i.e., at will) until the successful completion of the probationary period and do not have appeal or grievance rights. A probationary period may be extended per the applicable handbook or collective bargaining agreement to provide additional time to review the employee's performance.

Probationary Period Length: 180 Days 120 Days Other _____

Probationary Period End Date _____
(provided no unpaid leave of absence is granted)

Consistent and reliable attendance is an essential function of every position within the County. Employees shall report to work on time and complete their entire scheduled shift (with the exception of approved leave time). Employee must utilize available paid leave before requesting an unpaid leave of absence. Employees must be on active pay status or on an approved leave of absence to avoid disciplinary action or removal.

In addition to normal work standards as outlined in the Employee Handbook and any applicable bargaining unit contracts, an employee must follow the guidelines below:

1. An absence must be reported in accordance with County policy and/or any applicable collective bargaining agreement. Reporting time for this position is:

- At least one hour prior to scheduled start time
- At least two hours prior to scheduled start time
- Other: _____

2. Leave must be earned before it can be used.

An employee who is leaving work due to personal illness must have leave time to cover such time or the leave will be unpaid. A request for leave shall be submitted by the next work day (or prior to the end of the pay period if the employee is not scheduled to work before then).

An employee who does not have leave available to cover a request for time off work must submit a written request which identifies the reason for an unpaid leave of absence to the Department Head in advance of the leave. Leave requests of eight hours or more require approval by the Appointing Authority in advance of the desired leave. Consideration may be given for leave requests of an emergency nature that are not submitted in advance. Unapproved leave of absence may subject an employee to disciplinary action.

The probationary period will automatically be extended by any leave of absence.

Employees may be terminated for:

1. Failure to follow policy and procedures or other provisions of the employee handbook.
2. Failure to perform the essential functions of the position
3. Inability to maintain consistent and reliable attendance (tardy/leave prior to scheduled end time)
 - a. An employee who is absent from work habitually or for three or more successive duty days without leave and without approval by the Manager will be subject to probationary employment termination for neglect of duty.
 - b. Collective bargaining employees who do not call in to their supervisor or HR by the end of their scheduled shift will be considered to have voluntarily resigned from their position.

I hereby acknowledge and understand that I must comply with the probationary guidelines stated above.

Employee Signature

Date

cc: Personnel File