

## Probationary Period

Policy Number: 380

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The first six months of employment, either regular full or part-time, of an employee shall be regarded as a probationary period. The County Board, upon consultation with the Department Head and the Human Resources Office, may terminate a probationary employee, as it shall see fit, in its sole discretion, during the probationary period. Upon the employee's favorable performance evaluation at the conclusion of the probationary period, the Human Resources Office shall bring a request to the County Board to place employee on regular full-time or part-time status.

In cases where a probationary employee cannot adequately be exposed to all facets of department responsibilities, but where signs of improvement are encouraging, the Department Head, after consulting the Human Resources Office and the County Board, may elect to extend the probationary period of employment for up to an additional six months before assigning said employee to regular status.

Employee shall be notified of employment status prior to completion of the six-month probationary period.

Only vacation and sick leave benefits shall accrue to the employee during the probationary period and may not be used until after the first (3) three months of employment.

If probationary status is extended for another 6-month period, employee may be allowed to use sick leave and vacation benefits that accrued during the first 6 months of probation.

If employment is terminated during an employee's probationary period, no sick leave shall be due the employee nor shall probationary employees be entitled to leave of absence with or without pay. Accrued vacation or compensatory time will be paid out as mandated by state law upon termination.

### Salary Increases

Salary increases will be given as follows: If hired on June 30<sup>th</sup> or before, the employee will receive a step increase, if warranted, on January 1<sup>st</sup>. If hired July 1<sup>st</sup> or after, the employee will receive a COLA, if given, on January 1<sup>st</sup> and will have to wait until the next year on January 1<sup>st</sup> to receive a step increase. Example: If hired on 6/30/16 or before, employee will receive a step increase and any COLA granted on 1/1/17. If hired on 7/1/16 or after, employee will receive any COLA granted on 1/1/17 and a step increase on 1/1/18. This is all based upon a satisfactory performance review. See Policy 365.