



Policy 3.3	Probationary Period		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 7/9/13			

PROBATIONARY PERIOD

3.3

POLICY

It is the policy of DuPage County to have a Probationary Period for new and current employees following placement into an established classification. This allows the employee an opportunity to become familiar with the duties and responsibilities of their position. It also allows the immediate supervisor adequate time to make a reasonable assessment of the employee's ability to perform the essential job requirements.

ELIGIBILITY

- All employees under County Board Jurisdiction within an established classification.

GUIDELINES

All DuPage County employees who are newly hired, promoted, demoted, transferred to a different classification within the same salary grade or transferred to the same classification within a different department will serve a six (6) month probationary period.

The probationary period is used to provide employees with feedback regarding their job performance and for the supervisors to communicate the expectations of the position to their employees so the employee has the knowledge necessary to satisfactorily perform the job.

During the initial probationary period, or trainee status, an employee who fails to demonstrate the ability and qualifications necessary for satisfactory job performance or, on the basis of other reasons deemed sufficient by the Department Head, may be terminated or demoted.

PROCEDURES

1. Employees will be notified of their probationary period through a new hire, promotion, demotion or transfer letter prepared by the Human Resources Department.
2. The employee is encouraged to seek performance feedback from their supervisor throughout their probationary period.

3. Upon successful completion of the employee's probationary period, the employee shall receive a performance appraisal in accordance with Policy 3.7 – Performance Appraisal.
4. If the Department Head or designee determines at any time during the probationary period that the employee is not successfully meeting the requirements of the position, they should contact a Human Resources Representative.

EXCEPTIONS

- An employee who is hired under a trainee status will remain on probation the entire length of the trainee status. Once the employee has completed the trainee status they will serve a 6 month probationary period.
- Any employee who transfers within the same department and remains within the same classification is not required to serve a new probationary period.