



# POLICY AND PROCEDURES

NUMBER: 113

SUBJECT: Probationary Employment

ACA STANDARDS: 3-ALDF-1C-10

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97

REVISION DATE: 1/02, 7/03, 9/10,  
11/13, 6/16

## I. POLICY

The St. Louis County Department of Justice Services shall ensure that all newly or promoted employees serve a probationary period which will assist in determining effective adjustment to a position and determine whether an employee meets required work standards.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. PROCEDURES

- A. All employees of the Department of Justice Services appointed or promoted to a permanent position shall serve a probationary period of no less than six (6) months before the appointment shall be considered permanent.
- B. A new employee will receive an interim evaluation at three (3) months of employment followed by a six (6) month probationary evaluation. (See Policy #115 Performance Evaluations)
- C. An employee appointed or promoted during the first week of a pay period shall receive credit for the entire pay period. However, a person appointed

or promoted the second week of a pay period will not receive credit for that period.

D. If an employee is transferred during the probationary period from a position under one appointing authority to a position under another appointing authority, the employee shall serve a full six (6) month probationary period under the second appointing authority unless the second appointing authority requests at the time of the transfer, that the employee be credited with previous service toward completion of the probationary period.

E. During a new employee's probationary period, the appointing authority may discharge an employee if in the judgment of the appointing authority the employee has failed to demonstrate the willingness or ability to perform the job duties satisfactorily, or the employee's work habits and dependability are such that they do not merit continuance in the merit system.

F. A new employee shall acquire permanent status in his or her position automatically upon completion of the probationary period unless the appointing authority determines that the services of the employee were unsatisfactory. The employee may then be granted an extension to the probationary period (up to six (6) months) or the employee may be terminated.

**1.** If an employees' probation is extended, the following documents must accompany the six month probationary appraisal:

**a.** Goal Setting Form- stating the areas which need to be improved, along with a designated plan for the employee to meet expectations. If the employee is being extended on probation because he/she has not had an opportunity to perform or perfect a certain task, the goal setting form should state the task to be improved and what will be done to assist the employee in that area during the extended period.

**b.** a letter from the Unit Manager or Supervisor to the Director of Personnel requesting that an employees' probation be extended. Below the Unit Manager/Supervisor signature, include a signature line for the Director of Justice Services to sign as reviewer.

G. During an employee's probationary period he/she is eligible to apply for promotional appointments as long as the employee meets the qualifications for the position. The probationary period for the job class, which the employee is promoted, shall begin with the date of promotion to that job class.

- H. A permanent employee shall not be required to begin a new probationary period when demoted whether voluntarily or involuntarily to a lower class. Upon demotion during probation, credit for the length of the probationary period in the higher job class shall count toward completion of the probationary period in the lower job class.
- I. An employee with permanent status in one position shall serve a new probationary period upon promotion to another position. He/she will be evaluated with an interim evaluation at three (3) months and a probationary evaluation at six (6) months during their probationary period. (See Policy #115 Performance Evaluations) If the promoted employee does not successfully complete this probationary period the employee may be granted an extension for up to six (6) months or be returned to a position in the same job class occupied immediately prior to the promotion.
- J. Paid time off shall be earned from the effective date of appointment.
- K. In general, a new employee will not be granted vacation/scheduled time off until he/she has completed the six (6) month probationary period. In unusual circumstances scheduled time off may be granted on a case by case basis. A probationary employee may request time off without pay. A written request shall be submitted to the Division superintendent and leave may be granted only upon receipt of written approval.
- [L. Absences in excess of *twenty (20)* hours of unscheduled time off shall extend an employee's probationary period or the employee may be terminated.]
- M. Until a new employee has completed the probationary period he/she may be disciplined or terminated at the employer's discretion. The employee has no right of appeal to the Civil Service Commission from a decision to discharge during the probationary period.
- N. Employees who leave service during the first six- (6) months of employment shall not receive payment for accrued vacation time.
- O. A probationary employee who leaves the merit system to enter the Armed Services of the United States shall be granted a leave of absence without pay to extend for ninety (90) days beyond the date of termination of such military services.
- P. A probationary employee who is in the military reserves may serve his/her weekend duties without losing time towards his/her six (6) month probationary status.

- Q.** Probationary employees will not be assigned to or work directly with inmates in special management units (administrative and disciplinary segregation).

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