

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES**

2.4 PROBATION

- NEW EMPLOYEE** 2.4-1 Montgomery County employees in positions covered by Civil Service have a six-month probationary period before they are covered by Civil Service. Until the six months have been completed, these individuals, as well as those in positions excluded from Civil Service, are employed “at will” which means they can be terminated for any reason (other than an illegal reason, e.g., because of their age, race, sex, etc.) or for no reason, with or without notice.
- PROBATIONARY INCREASE** 2.4-2 The first few months of employment are a time of evaluation for both the employee and the employer. Some departments structure their reward system so that they have funds available to grant a salary increase after a three- to six-month period if the new employee’s performance is consistent with or exceeds expectations.
- DISCIPLINARY ACTION** 2.4-3 Actions or inaction by an employee which result in the necessity for the supervisor to complete a Documentation of Second Level Discipline form (HR-11) or a Documentation of Third Level Discipline form (HR-12) have the effect of placing the employee on probation (which Webster defines as “critical examination and evaluation”). While the word “probation” may not necessarily be used in conjunction with a disciplinary action, verbal and written documentation is a way for the supervisor to alert the employee to the fact that his/her job performance and/or behavior is unacceptable and to give the employee time to improve.