

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 11.1 through 11.4	Page 1 of 2
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Probationary Period	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

11.1 General Provisions

The probationary period is regarded as an integral part of the placement process. It is utilized for closely observing the employee's performance, for securing the most effective adjustment of the new employee to the position, and for rejecting an employee whose performance does not meet the required work standards.

11.2 Termination of Employment

During the probationary period, any unsatisfactory aspect of the employee's work will be called to his/her attention. Either he/she or the County may terminate his/her employment with a minimum of one (1) day's notice. At any time during the probationary period, the County may for any reason or no reason terminate the employee. Any termination prior to expiration of the probationary period shall be final with no right of appeal.

11.3 Intermediate Probationary Reviews

A new employee or an employee promoted to a higher classification may be reviewed by their Department Director each quarter from date of hire or promotion, until regular status is achieved. This review shall in no way affect the employee's salary, but rather should be a means of notifying the employee and the County Administrator of the employee's progress. The intermediate review of an employee reflecting less than satisfactory performance may be one cause for immediate termination of employment. Unsatisfactory performance of employees promoted to a higher classification, could result in an employee being demoted.

11.4 Final Probationary Review

The Probationary Period of all new employees shall be one year from the date of employment. Provided, however, the probationary period for uniformed police department personnel required to complete specialized training, shall be during such academy training and one year following the date of graduation from such training academy. The probationary period for employees promoted to a higher classification or transferred to another department shall be six months, for purposes of determining whether the individual shall attain regular status.

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The Department Director shall evaluate the employee's performance and complete the form, indicating final recommendation on the employee's probationary status. At the discretion of the Department Director and with the approval of the County Administrator, the probationary period for any probationary employee may be extended for a period not to exceed six months. The Department Director shall sign the form and return it to the County Administrator for review and approval. If approved by the County Administrator, a change-of-status form shall be prepared taking the employee off probation.