

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

PROBATIONARY PERIOD

**SECTION 2.12
PAGE 1 OF 2**

A. Full-Time Employees:

1. Every employee, upon entering a classified position or upon being promoted to a different classified position, shall be required to successfully complete a probationary period. The purpose of the probationary period is to determine the employee's suitability for the appointed position. If at any time during the probationary period the service of a probationary employee is considered unsatisfactory by the Appointing Authority, the probationary employee may be removed.
2. The probationary period for newly appointed employees is generally one hundred eighty (180) calendar days. The probationary period for bargaining unit employees shall be in accordance with the collective bargaining agreement governing such employees.
3. The promotional probationary period is one hundred eighty (180) calendar days. A promoted employee who fails to successfully complete the promotional probationary period shall be returned to the employee's former position classification and compensation. If the employee's former position has been filled, the employee filling said position shall be displaced by the employee returning to the position. If the employee's former position has been abolished, the employee shall be provided notice of layoff and may exercise any displacements rights which may exist in accordance with the layoff policy herein.
4. A written evaluation of an employee's performance shall be completed by the immediate supervisor twice during the employee's probationary period. Said evaluations shall be completed halfway through the employee's probationary period and prior to the conclusion of the probationary period or at the time of removal. The evaluations shall be reviewed and discussed with the employee. The employee shall be required to acknowledge the review of the evaluation by signing the evaluation form and a copy of the evaluation form should be provided to the employee if requested.
5. Any period during which an employee is on a leave of absence without pay shall not be counted towards an employee's original or promotional probationary period.

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**SECTION 2.12
PAGE 2 OF 2**

6. No employee shall be deemed eligible for promotion until such employee has satisfactorily completed the required probationary period as outlined herein. However, a probationary employee may voluntarily resign from the employee's present position and apply for a different position as a new employee subject to an original probationary period in any newly obtained position.

B. Part-Time Employees:

All provisions regarding probationary periods for full-time employees are identical for part-time employees, except:

1. Part-time employees who work a portion of each normal working day shall have their probationary period determined in the same manner as a full-time employee (e.g., one hundred eighty [180] calendar days shall constitute the probationary period).
2. Part-time employees who work an irregular schedule or who work less than the normal number of working days per week, shall have their probationary period determined on the basis of time actually worked. Therefore, the probationary period of an irregularly scheduled employee shall consist of one thousand (1000) hours actually worked which is the D.A.S. equivalent to a 180 day probationary period. A higher proportionate number of hours would be required if the SCAA has had a longer probationary period approved by D.A.S.