

	<p align="center"><b>Employee Probation</b></p> <p align="right"><i>Adopted on 2/1988</i></p>
<p align="center"><b>Last Revision Date: 3/11/2020</b></p>	<p align="center"><b>Policy No. 4.303</b></p>
<p align="center"><b>Last Enabling Resolution: 049-2020/901-2020</b></p>	<p align="center"><b>Developer/Reviewer: Human Resources Director</b></p>

**1. Purpose**

The probationary period provides the opportunity for the employee to demonstrate that he/she can successfully perform the primary job responsibilities, meet performance effectiveness standards, and exemplify the Sedgwick County Values.

**2. Scope**

This policy applies to all Sedgwick County employees with the exception of Civil Service employees in the Sheriff's Office.

**3. Policy Statement**

Sedgwick County will make an effort to ensure that its hiring procedures serve the purpose of recruiting the best employees for each open position.

All newly hired employees shall serve a twelve (12) month new hire probationary period when beginning employment. This will occur regardless of where in the salary range the employee is hired. Current employees, who move to a new position, will serve a six (6) month probationary period. If the employee moves to a new position during the new hire probationary period, regardless of promotion, demotion or transfer, the six month probation period will run concurrently to the initial probationary period.

An employee may be terminated with or without cause, depending on the circumstances, while serving during the new hire probationary period. The employee will be notified in writing of the decision to terminate.

If during the new hire probationary period an employee's performance or conduct is not acceptable, he/she can be dismissed without the right of appeal or hearing, except in cases of alleged discrimination, in which the discrimination and harassment complaint procedure can be utilized. See Policy 4.506 entitled "Discrimination and Harassment."

#### 4. Definitions

- A. **New Hire Probationary Period for New Employees (Initial Probation)** - The time between starting employment (or last hire date if rehired) and the conclusion of twelve (12) months of satisfactory performance. The new employee will be given feedback and coaching to have the chance to learn the job and improve during the probationary period. At the end of the probation period, or before, the supervisor will determine if the employee should be retained in the organization based upon the criteria listed below.
  
- B. **Probationary Period for Current Employees** - Occurs when the employee is promoted, demoted, or transferred to a new assignment. The purpose of this period is to ensure the employee is successful in the new position. Probationary periods for current employees is the first six (6) months of a new assignment/position based upon a transfer, promotion, or demotion inside or outside of their Department, Division, or Elected/Appointed Office.

A change in shift, without promotion, does not prompt a probationary period.

#### 5. Procedures

- A. **For newly hired employees:**
  - 1. New employees should be evaluated based on the following factors using quantitative measures if applicable:
    - a. Skills, competencies, and knowledge of the job.
    - b. The employee's progress on given assignments.
    - c. The employee's reliability, trustworthiness, and other relevant personal characteristics.
    - d. The employee's relations and collaboration with subordinates, supervisors, and peers.
  - 2. When a new hire probationary employee has not performed satisfactorily, supervisors should follow procedures outlined in Policy 4.501 Progressive Discipline. Probationary employees are not afforded a Final Review Meeting.
  
- B. **Probation Extension** - New Hire probation can be extended up to sixty (60) calendar days if an employee has been placed on a Performance Improvement Plan (PIP) prior to the end of initial probation. This action must be approved by the appropriate Division/Department Director or Elected/Appointed Official. The employee will be notified of the initial probation extension by his/her supervisor. The notification will also be sent to the Division of Human Resources.
  
- C. **Current Employees** - Current employees, who are on the six (6) month probation for a new assignment/position, are expected to perform and meet expectations of the new assignment or can be subject to disciplinary action up to termination. Employees in this status are afforded a Final Review Meeting and/or grievance hearing.