

**681—3.18(8A) Probationary period.**

**3.18(1)** *Purpose.* The probationary period will be an important part of the examination and selection process, and will be used by the employing department to closely observe and evaluate an employee's work, to train and aid the employee in adjustment to the employee's position and to reject and dismiss any employee whose performance fails to meet standards.

**3.18(2)** *Duration of probation.* An employee on original appointment or who is reinstated or reemployed to a class not previously held will be on probation until the person completes six months of active service in the position to which the employee is appointed. This will be extended by the same number of days for leaves of absence of more than 30 days. If a probationary employee is not dismissed during this time, the person will, at the conclusion of the probationary period, have permanent status in that class. A period of temporary employment immediately preceding a permanent appointment to the same class may, at the request of the employing department, be counted as probationary service.

A permanent employee who is promoted from one class to another, who transfers out of classification, or who demotes out of classification series will serve a period of probation of six months in the position to which the employee is appointed. If the employee is not dismissed during this time, the employee will, at the conclusion of the probationary period, have permanent status in the class.

**3.18(3)** *Dismissal during promotional probation.* An employee who is promoted from one classification to another, who transfers out of classification, or who demotes out of classification series and is dismissed during the employee's probationary period may be placed on the recall list for a previously held classification if, in the judgment of the resident director, the employee may be able to perform satisfactorily in another position.

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