

### 3.03 PROBATIONARY PERIOD

#### A. New Hire

Each newly hired, classified, full and part-time employee shall serve a 180 calendar day probationary period during which time they will receive, at minimum, [90 day and 180 day performance evaluations](#).

##### 1. Irregular Work Schedule

Employees who work an irregular, and/or intermittent work schedule usually serve a probationary period of seven hundred (700) total hours in active pay status, but may be longer, as determined by the Board of Commissioners or designee consistent with applicable law, but shall not exceed 1000 hours. Time spent in non-pay status does not count toward the probationary period for these employees.

#### B. Promoted Employee

A newly promoted employee shall also be subject to a probationary period. Probationary periods for a newly promoted employee shall usually be set at 180 calendar days, but may differ, as determined by the Board of Commissioners or designee. Such employee shall be returned to his/her former classification when, in the sole judgment of the Employer, the employee's fitness for duty and/or quality of work are not such as to merit continuation in the higher level position. Such action shall not be considered disciplinary or eliminate the employee from consideration for later promotion.

#### C. Dismissal

A newly hired employee may be removed from his/her position at any time during the probationary period when, in the judgment of Management, the employee's fitness for duty, behavior and/or quality of work are not such as to merit continuation in the position. Probationary removal is not subject to appeal by the employee and must be approved by the County Administrator.

#### D. Unclassified Employees

Unclassified employees are exempt from serving a probationary period.

