

**PURPOSE:**

To describe the process for documenting performance discussions which shall occur during the probationary period.

**SCOPE:**

Applies to non-represented, CEMA, TAEA and 715 employees.

**PROCEDURE AND RESPONSIBILITIES:**

*Personnel:*

The Department shall be notified at the time an employee is hired/transferred or promoted of the probationary period which applies to the employee.

The Department shall be notified on a monthly basis of the employees who have scheduled performance reviews during the month.

*Supervisor:*

The supervisor shall use the Probationary Performance Discussion Form to document performance discussions with newly hired/promoted/transferred employees. Formal discussions shall take place on at least three occasions spread throughout the probationary period (for example, for a nine month probationary period discussions should occur at three months, six months and eight months).

The probationary discussion form is to be used only to document performance discussions, it is not to be considered as the required documentation for discipline/termination.

The original of each Probationary Performance Discussion Form shall be forwarded to Personnel after each discussion has taken place and the document has been signed by all parties. A copy should be retained for the departmental file and a copy given to the employee.

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Probationary Performance Discussions- Continued

At the time of the last discussion, the supervisor shall indicate on the Probationary Performance Discussion form whether probation is to be completed or extended, or the employee is to be returned to former classification or released. Should the decision be to release the employee, the supervisor shall follow the appropriate termination procedures.

Should the supervisor indicate a probation completion date and the employee's subsequent performance be such that the supervisor determines that the employee's probationary period should be extended, or the employee terminated or returned to former classification, the Supervisor shall prepare a memo, signed by the Department Head and the Division Director, and forward it to Personnel documenting the new probation completion date or the date the employee will be released from employment or returned to former classification.

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