

## **7109 NEW EMPLOYEE PROBATIONARY PERIOD**

- 7109.1 A permanent employee hired to fill a full-time position must successfully complete a probationary period.
- 7109.2 The probationary period is the employee's first twelve (12) months of employment. During this time, all probationary employees will be trained and then evaluated on performance, abilities, and interpersonal skills every three (3) months during the probationary year.
- 7109.3 A performance rating of less than "fully successful" for any two (2) rating periods will result in termination.
- 7109.4 In unusual circumstances the probationary period may be extended not to exceed six (6) months with the written approval of the Executive Director. Employees who successfully complete the twelve (12) month or extended probationary period gain permanent status.
- 7109.5 Employees in initial twelve (12) month or extended probationary period:
- (a) May not receive a merit step increase until the employee has completed twelve (12) months of service with a rating of "fully successful" or better.
  - (b) May be terminated at any time for any reason, without cause.
  - (c) May not appeal any decision relating to employment, including termination.
  - (d) May take paid sick leave after thirty (30) days of employment up to the amount accrued.
- 7109.6 Former employees who left the Authority without prejudice, or who change position classification, shall also serve a twelve (12) month probationary period.
- 7109.7 An employee of permanent status who is promoted to a first time supervisory or managerial position must serve a one (1) year probationary period in the new position.

If the probationary period is completed satisfactorily, the employee is classified as permanent in the new position. If the employee fails the probationary period, demotion or termination may result. An employee in promotional probationary status has all rights, privileges and benefits as set forth in this chapter, except the employee is not eligible to apply for another position that may be vacant. However, the Director(s) involved may make recommendations to the Executive Director, and upon approval by the Executive Director, the employee may apply for the position.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6921-6922 (December 8, 1995).

