

7115 DISCIPLINARY PERFORMANCE PROBATION

7115.1 A permanent employee, who is not serving a promotion probationary period, may be placed on probation as a disciplinary measure or as a result of a less than a “fully successful” Performance Appraisal. The supervisor must state, in writing, the steps the employee must take to improve his or her conduct or performance. If it is determined that an employee is to be placed on disciplinary performance probation for a period of evaluation, the period of probation shall not exceed three (3) months. Receipt of a less than “fully successful” performance appraisal at the completion of the three-month (3) period may result in removal under the provisions outlined in § 7111.

7115.2 A disciplinary performance probation action is not subject to the progressive discipline provisions of § 7138 of this chapter. During this probationary period, the employee shall not be selected for another position that may become vacant, nor is he or she eligible to use annual leave, except for an extreme emergency approved by the Department Director.

7115.3 The following are illustrations of less than “fully successful” conduct:

- (a) Failure to observe departmental rules, regulations, directives, policies or procedures of the Authority or HUD rules and regulations.
- (b) Failure to comply with standards of efficient service or competence;
- (c) Failure to comply with the instructions of an authorized supervisor;
- (d) Carelessness in performance of duties and responsibilities.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6925 (December 8, 1995).