

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA147

NAME: PROBATIONARY/TRAINING PERIOD

INITIAL APPROVAL DATE:	01/08/2020	BY: Administrative Committee
(LAST) REVISION DATE:	10/15/2024	BY: HR Manager
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: N/A

I. PURPOSE

To evaluate new employee's competencies and determine their ability to perform in their role with the Agency.

II. POLICY

All new employees are to be carefully monitored and evaluated for an initial training period on the job for six (6) months. After satisfactory completion of a training period evaluation, such employees will be evaluated on an annual basis. Supervisors are to observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, conduct, or attitude are to be brought to the employee's attention for correction immediately.

Supervisors are to prepare an evaluation of the employee's job performance by the end of the training period. Copies of the evaluation will be kept in the employee's personnel file.

Employees will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their training period and receive their supervisor's endorsement to continue in the job. Employees not receiving such satisfactory evaluation and endorsement may be given additional time to train under a probationary period to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

Supervisors may recommend that a newly hired employee be separated during their probation/training period at any time. Such a recommendation for separation should be submitted in writing to the HR Manager for review and should include an evaluation and a listing of actions taken to assist the employee. After reviewing, the HR Manager will inform the CEO of the situation. Action to separate from employment must have the prior approval of the CEO.

At all times, employment during a staff's probationary training period with the Agency is considered to be "at will," and the employer/employee relationship may be separated at any time.

III. DEFINITIONS

IV. ATTACHMENTS

V. REFERENCES