



PERSONNEL RULES AND REGULATIONS

RULE 5: <i>Probationary Periods</i>	APPROVED: REVISED:
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Section 1: Introduction

The Introductory Probationary Period is an essential continuation of the examination process initiated during the Selection Process and shall be utilized for effective evaluation of newly hired and re-employed employees. It shall also serve as the basis for dismissal for those employees whose performance or conduct does not meet acceptable standards.

An introductory probationary employee may be separated at any time during this probationary period for any non-discriminatory reason, and they are not afforded the same rights, benefits, and privileges afforded to tenured employees.

Section 2: Provisions

Employees shall be required to serve an Introductory Probationary Period of not more than 12 months. The Introductory Probationary Period will be established by the appointing authority for each job within their department.

At the request of the appointing authority and with approval of the Human Resources Director, the Introductory Probationary Period may be extended; however, in no case shall it be extended beyond 12 months from the date of employment. Therefore, if the Introductory Probationary Period is established at 12 months, an extension of this probationary period shall not be permitted.

Employees who successfully complete their Introductory Probationary Period shall be deemed to be tenured employees with all the rights and privileges of the classified service.

Section 3: Procedures

- A. Appointing authorities will conduct a department orientation providing new employees with a clear understanding of how the job is to be performed as well as communicating any standards for performance including monitoring of work performance and specifics regarding ongoing feedback.
- B. Probationary employees may apply for posted positions within their own department.
- C. Documentation of introductory employees' progress during the probationary period, such as supervisory notes and/or progress reports, shall be kept in a confidential department file. In such instances whereby employment is terminated, this



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documentation shall be forwarded to the Human Resources Department for potential inclusion in the employee's civil service personnel file.

- D. During the Introductory Probationary Period, disciplinary actions shall not be utilized. This is an examination period; as such it is not appropriate to use disciplinary measures to correct performance issues.
- E. Appointing authorities shall determine whether performance is satisfactory prior to the expiration of the Introductory Probationary Period. The following factors shall be taken into consideration:
- Ability to learn and perform job duties effectively and efficiently,
 - Quality of work,
 - Productivity,
 - Work habits,
 - Professionalism,
 - Communication skills and abilities,
 - Cooperation,
 - Attendance,
 - Punctuality, and
 - Other communicated standards and expectations specific to the job.
- F. Pursuant to Nebraska Revised Statute §23-2525[7], the appointing authority shall inform the Human Resources Director in writing that the services of the employee have been unsatisfactory within 10 calendar days prior to the expiration of the Introductory Probationary Period.
- G. Upon successful completion of the Introductory Probationary Period, employees may receive a completed evaluation reflecting their performance over the entire period. This performance evaluation shall become part of their official civil service personnel file.



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Section 4: Extensions

If the appointing authority desires to extend the Introductory Probationary Period, documentation must be provided to the Human Resources Director regarding:

- Performance/conduct deficiencies,
- Expected level of performance/behavior,
- Efforts taken to-date to achieve improvement, and
- Time period for which the probation should be extended.

Upon review of all documentation, the Human Resources Director shall advise the appointing authority of the approval or denial of the extension request. Extension of the probation period can only occur once and for a period not to exceed the original Introductory Probationary Period.

NOTE: Introductory Probationary Periods must be extended when employees are on any job-protected leave with or without pay, including Workers' Compensation, Family Medical Leave, American with Disabilities Leave, or Military Leave regardless of whether these leaves are compensated.

Section 5: Separation of Employment

When an Introductory Probationary Period has not been successfully completed, the appointing authority, upon consultation with the Human Resources Director, will prepare a written notification as to the date and reason(s) for separation. This written notification shall be provided to employees at the time of separation.

The appointing official will complete and submit to the Human Resources Department an Employee Action Form, along with a copy of the executed written notification which will be placed in the employee's civil service personnel file.

Introductory Probationary employees are not eligible for recall or rehire rights.