HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Probationary Status **Effective Date: 01/12/17**
Section No.: 10 **Supersedes Policy: 05/13/10**

I. PURPOSE

It is the objective of the Board of Supervisors to establish guidelines for an employee to serve a probationary period in order that the employee and employer may determine job fit and suitability.

II. SCOPE

This policy applies to all permanent full-time and permanent part-time employees.

III. DEFINITIONS

Probationary Period

The probationary period is defined as the period of employment that allows the employee and employer to determine if the employee is suited for the job. This definition applies to the probationary periods of new hires and employees who have been promoted, demoted, or transferred into new positions.

IV. PROCEDURES

A. Duration of Probationary Period

1. All government employees shall serve a 12-month probationary period.

2. Notwithstanding anything to the contrary in subsection IV.A.1 above, a department head may, at their sole discretion, set a shorter probationary period provided that no probationary period shall be less than (6) months. Such shorter probationary period shall be documented on a PAN and a copy of that PAN shall be provided to the employee.

3. Any period of time in which a probationary employee who is not eligible for Family Medical Leave (FMLA) and is on leave without pay status employee absence shall not count toward completion of probationary period. However, if the employee is eligible for FMLA, with or without pay the absence will not impact the probation period timeline.

B. Evaluation During Probationary Period

1. All probationary employees shall be evaluated no later than six (6) months into their probationary period.

2. If a probationary employee's performance does not meet departmental standards at the time of the mid-year evaluation and their employment is not terminated, they shall be provided with a written performance improvement plan. The timeline for the performance improvement plan must be met before the end of the probationary period.

3. A copy of the evaluation and performance improvement plan, if any shall, be placed in the probationary employee's personnel file.

C. Probationary Period Stipulations

1. During the probationary period, an employee may be terminated at the will of the Department Head.

2. A probationary employee does not have access to the government grievance procedure.

3. An employee's probationary status does not affect his/her years of service credit.

D. Completion Of Probationary Period

1. The Human Resources Department shall inform Department Heads of the names of employees as they are nearing the end of their probationary periods. Such notification shall be forwarded to Department Heads at least thirty (30) days prior to the end of an employee's probationary date.

2. If a probationary employee works beyond the end of the probationary period without supervisory notification of satisfactory completion, the employee shall be regarded as having successfully completed the probationary period.

3. An employee shall achieve full employment status on the day that the probationary period is completed.

E. Applying For County Positions While On Probation

1. A probationary employee may apply for job positions within the County while in a probationary status.

2. Acceptance of a new position within the County shall begin a new probationary period.

F. Probationary Period of Promoted, Demoted Or Transferred Employees

1. At the discretion of the hiring supervisor, an employee who is promoted, demoted or transferred to a new position shall

   a. serve a probationary period of at least twelve (12) months in the new position, or

   b. have the time served in his/her former probationary position counted towards the probationary period of the new position.

2. The hiring supervisor shall inform the employee of the applicable probationary period; it shall be noted on a PAN form and a copy of the PAN shall be provided to the employee.