

**COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL**

PROBATIONARY PERIOD

POLICY NO.: 2.2

EFFECTIVE: 11/1/96

REVISED: 12/4/18

OVERVIEW: This policy is intended to define the probationary period used to provide an opportunity for newly-hired employees to demonstrate their ability to satisfactorily perform the duties of their job and to determine if the position meets their expectations.

SCOPE: This policy applies to all newly-hired employees into regular, full-time and regular, part-time positions.

PROVISIONS:

A. Parameters of the Probationary Period

A probationary period of six (6) months is established for all newly-hired or re-hired employees into regular, full-time and regular, part-time positions. All probationary employees are considered to be working on an introductory or trial basis to determine if the individual's employment will continue. Orange County uses this period to evaluate employee capabilities, work habits, and overall performance.

Probationary employees are eligible for all legally-mandated benefits and for the County's benefits package, as described in Policy 1.1 (Types of Employment).

During the probationary period, personnel actions may be taken against an employee whose performance is not meeting satisfactory standards.

Either the County or the employee may end the employment relationship at any time during the probationary period without cause.

B. Extending the Probationary Period

The probationary period may be extended as a result of any significant absence. The period of the extension should be equal to the length of the absence.

If the County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for an additional six months. The request for an extension of probationary period must be approved by the County Administrator upon the recommendation of the supervisor. The employee must be notified in writing of this decision, with a copy of said notice to be placed in the employee's personnel file.

C. Probationary Period Performance Evaluation

An interim performance evaluation should be conducted at the three-month mark of employment in order to provide the employee with "mid-period" feedback. This evaluation may be informal in nature, but written documentation must be provided to the Department of Human Resources for review by the County Administrator and inclusion in the employee's personnel file.

A performance evaluation should be conducted at the six-month mark of employment. This evaluation will document whether the employee has satisfactorily completed the probationary period and is recommended to enter regular employment status. A written performance evaluation should be retained in the employee's personnel file with an indication of satisfactory evaluation, appropriately signed by the Department Director or Constitutional Officer and the County Administrator for Management Services. This will be sufficient evidence that the employee is recommended to enter regular employment status.

D. Compensation Following Probationary Period

Wage adjustments shall not be awarded to probationary employees until satisfactory completion of the probationary period. The Department of Human Resources shall maintain a list of probationary employees and ensure that wage adjustments are applied to an employee's salary at the end of probation. Said increases will be applied during the next payroll cycle following entering regular employment status.

Additionally, a Department Director or Constitutional Officer, at the discretion of the County Administrator, may consider providing additional compensation to an employee at the successful completion of the probationary period. Said increase should be established as a condition of commencing employment.

E. Probationary Period for Changes in Employment

At the discretion of the County Administrator, any internal job change, including, but not limited to, promotion, demotion, lateral transfer, or reclassification, may be subject to an employee returning to probation for a period of up to six (6) months.