

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PROBATIONARY PERIOD

POLICY NO.	2.10	EFFECTIVE:	01/02/2024
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The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is considered a trial period or extension of the selection process, which is used to evaluate employee capabilities, work habits and overall performance.

A. Initial Probationary Period

1. A probationary period of 180 days is established for all new or re-employed employees appointed to full and part-time permanent positions.
2. Personnel action may be taken against any employee whose performance does not meet the required standards. During the initial probationary period, all employees are subject to personnel action without prior notice or access to the Grievance Procedure.
3. Either the employee or the County may end the employment relationship at any time during or after the probationary period.

B. Secondary Probationary Period

1. An employee who is appointed to another County position (through promotion, transfer or demotion) must complete a secondary probationary period of 180 days.
2. Each probationary employee who is transferred from one position to a similar position of an equal salary range shall retain the months successfully served in the former position towards earning regular status, as well as for the annual merit salary review.
3. Should an employee serve an unsatisfactory probationary period in the newly assigned position, the employee may, with the approval of the County Administrator, be allowed to return to his/her former position or to a comparable position for which the employee is qualified, prior to the end of the probationary period, without prejudice. Such an action is dependent upon the availability of such position and the County's needs. Where no appropriate vacancy exists, the employee's position with the County shall be severed.

4. The employee's status as a regular employee is not changed during the secondary probationary period that results from a change in position (promotion, transfer or demotion) within the County.

C. Extension of Probationary Period

1. When it is deemed to be in the best interest of the County, the initial probationary period may be extended an additional period of time, up to a maximum of 180 additional days.

D. Separation During Probationary Period

1. The Department head shall provide a probationary employee the opportunity to discuss problems involving his/her position at any time during a probationary period, or extension thereof, if it is determined that a probationary employee's work performance, work attitude or other related work activities are not at an acceptable level of competence expected for the position.
2. Should the employee's performance fail to improve, the County may elect to terminate employment.
3. If the employee decides that the particular job is not what s/he desires, the employee may resign without harm to his/her employment record.