

Subject:  
**Probation**

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**Policy:**

Initial Employment Probation – All regular employees serve a probation period of one year, commencing with the employment date. The probationer will receive an evaluation ~~every three months and~~ at the end of the probation period. The probationer may be dismissed at any time during the probationary period and shall be dismissed at the end of the period unless the immediate supervisor certifies that the probationer, due to satisfactory job performance, should be granted a position as a regular employee. The probationary period may be extended at the discretion of the Executive Director. ~~After the successful completion of the first 90 days from the date of hire, the employee will be eligible for applicable benefits.~~ Leave time will accrue during this period but will not be available to use until the initial 90 days have been successfully completed.

Disciplinary Probation – When probation is recommended for disciplinary reasons, the recommendation will be made by the immediate supervisor and approved by the Executive Director. Once approved by the Executive Director, the employee will be given a written notice for the reason and the condition of probation. Disciplinary probation may be determined on a case by case basis but should not exceed one year in length. ~~During the probation period, all benefits for which the employee is eligible shall accrue.~~

**Applicability:**

This policy applies to all employees of the VPD.