



COMPENSATION

POLICY NUMBER: _____

TITLE: PROBATIONARY STEP POLICY

EFFECTIVE DATE: FEBRUARY 15, 2010

REVISED DATE: NOVEMBER 1, 2011

PROBATIONARY STEP

New Hires

All newly hire employees of the County must serve a probationary period of six months from date of hire. During probationary period employees must be placed at the Probationary Step 0 salary.

Probationary Step

The probationary Step 0 salary applies to the following:

- New employees
- Returning employees
- Temporary employees selected to fill a regular full time position

After the employee satisfactorily completes the probationary period of 6 months, employees' salary will be increase to Step 1 effective the next full pay period. An employee Change of Status form will need to be submitted to the HR department by the department head/elected official to initiate the change from Step 0 to Step 1.

No extensions of the probationary period will be granted. The department head/elected official should use this period to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. Probationary employees must receive one performance review prior to the end of their six months probationary period.

Exceptions

Attorneys and Licensed Medical professionals positions are exempt from the probationary Step 0 salary. Employees hired under these position titles will be placed on probationary period for 6 months at the Step 1 salary. An employee Change of Status form will need to be submitted to the HR department by the department head/elected official to remove the employee from probation status with no change in step.

Approved By Commissioner Court on _____

Approved By Civil Service Commission on _____