Individuals receiving initial appointments to permanent or time-limited positions serve a probationary period of at least 6 months from the date of hire. Except for a layoff priority candidate who is reemployed, a former State employee having a break in service greater than 31 days also must serve a probationary period. The probationary period serves as an extension of the selection process. It provides time for the new employee to adjust and allows the supervisor time to ensure the new employee can satisfactorily meet performance expectations before granting permanent status. The probation period provides an opportunity for a new employee to demonstrate the ability to perform the essential functions of his/her job.

A new probationary period may not be imposed as a result of the following employee changes:

- promotion of a permanent employee,
- transfer of a permanent employee,
- demotion of a permanent employee,
- re-employment of a layoff priority candidate who has completed the probationary period,
- reassignment of a permanent employee, or
- return from leave without pay.

Supervisors are expected to work closely with employees during this period. Frequent discussions on employee progress are suggested. Probationary employees are not subject to (or protected by) the successive disciplinary steps required for permanent employees.

**Exception to the 90-Day Probationary Period**

A department's management may extend the initial probationary period if it can justify the need for additional time to determine the new employee's ability to meet performance standards. If justified, departments can extend the 6 month probationary period in 30 calendar-day increments. The probationary period cannot last more than 9 months or 270 calendar days. Any extension of the probationary period must be based on one or more of the following conditions:

1. The complexity of the work is such that the employee has not had sufficient time to acquire or demonstrate possession of the full range of skills required for the position.
2. The employee is progressing, but the department would like additional time to assess the new employee's performance.

3. The employee is progressing, but the department would like to give the employee more time to acquire additional skills.

4. An extended illness, accident or other intervening event (typically more than two weeks) has prevented the employee from acquiring or demonstrating the full range of skills required for the position.

5. A performance and/or conduct issue has occurred that makes management want to have more time to assess the new employee's suitability for continued employment.