

Subject Sheets	Effective	Supersedes	This Sheet	Total
PROBATIONARY PERIOD	2/1/1994		1	2
	Resolution	Date	Journal	Page

1.0 Purpose

To provide an adequate time frame for county employees to properly assume their new responsibilities and perform the functions of the job within the new position as required by management

2.0 Scope

This policy pertains to all departments within the realm of the Delaware County Commissioners.

3.0 Distribution

Administrative Services	Emergency Services	Human Services
• Insurance & Risk	• 9-1-1	• Income Maintenance
• Personnel	• EMA	• JOBS
• Records Center	• EMS	• Social Services
• Safety	• Dog & Kennel	
• Apiary Inspector		
Facilities Management	Environmental Works	County Administrator
• Custodial	• Code Compliance	• Switchboard
• Mail Room	• O.E.C.C.	• Public Defender
• Maintenance	• Sanitary Engineer	
• Service Center	• Transfer Station	Economic Development

4.0 Definitions

Classified – An employee who is protected under the terms of the Ohio Revised Code.

Probationary Period – is a defined period of time in which an employee is entitled to learn and successfully perform the required duties of the job.

5.0 Policy

A probationary period will be 120 days as defined hereafter. Each employee in a classified or unclassified position shall serve a probationary period following any original appointment, either certification or provisionally, and following each

promotion whether with or without competitive examination. If, following an original appointment, his/her services are found unsatisfactory, he/she may be removed at any time during his/her probationary period after completion of sixty days or one-half of the probationary period, whichever is greater, in accordance with OAC Rule 123:1-23-12. Whenever an employee is given a probationary removal, a written statement of the reasons for such removal, signed by the appointing authority, showing the reasons in which the employee's service was not satisfactory, shall be given to the employee and the Director of Administrative Services of DAS. The probationary period for all classified employees in the county service except the Department of Human Services, and union contracts negotiated, is fixed at one hundred twenty (120) calendar days except that a longer period may be established for specific job classifications upon agreement by the Director of Administrative Services of DAS and the Delaware County Commissioners. Time spent on leave of absence shall not be counted as part of the probationary period.

Part-time employees who work a portion of each normal working day shall have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule or who work less than the normal number of working days per week shall have their probationary period determined on the basis of time actually worked, according to a schedule to be established by the Department Manager.