

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.10 PROBATIONARY PERIODS

(O.R.C. 124.27; O.A.C. 123:1-19)

A. Newly-Appointed Employees

1. For newly appointed, permanent employees, a probationary period begins on the first day of work. Probationary is the “working test period” of an employee’s performance on the job.
2. Length of Probation:
 - a. Each 12-month full-time employee will serve a one-hundred eighty working day probationary period.
 - b. Each 9-month full-time employee will serve a one-hundred eighty working day probationary period.
 - c. Part-time 12-month employees will have a probationary period equal to one-hundred eighty working days in accordance with OAC 123:1-19-04.
 - d. Part-time 9-month employees will have a probationary period of equal to one-hundred and eighty working days in accordance with OAC 123:1-19-04.
 - e. Intermittent employees (substitutes) will not have a probationary period.
3. A newly appointed employee may not be promoted during his/her probationary period.

B. Probationary Periods for Promotions

1. An employee must resign his/her current position before accepting promotion and must serve another probationary period in the new classification.
2. Each promoted 12-month employee will serve a probationary period of one-hundred eighty working days. Each promoted 9-month employee will serve a probationary period of one-hundred eighty working days in accordance with OAC 123:1-19-04.

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

3. An employee serving a probationary period after a promotion may be returned to his/her former classification into the same or a similar position at the former rate of pay, if work performance is not satisfactory.
- C. The Superintendent shall have the sole right and discretion to discipline or discharge a probationary employee. Probationary dismissals cannot be reviewed through the Grievance Policy or otherwise appealed.
- D. Supervisors shall use the probationary period to closely observe and evaluate the employee's performance and aptitude for the job. Each employee is encouraged to bring problems to his/her supervisor for resolution in order to enhance his/her performance. Supervisors have a responsibility to recommend retention of only those employees who meet acceptable work standards during their probationary periods.
- E. Only days of actual work are counted as part of an employee's probationary period.
- F. An employee who resigns during a probationary period is not eligible for reinstatement to that position. The employee may be considered for a new position, if he/she resigned in good standing. A new probationary period must be served if the person is appointed to a new position.
- G. Employees who are transferred, reinstated or re-employed shall not serve a probationary period. The exception would be an employee laid off during an original or promotional probationary period. In this instance, the employee shall begin a new probationary period upon being recalled to work. (Ref. ORC 124.327 (H).)