

SECTION 4 PROBATIONARY PERIOD

A. POLICY STATEMENT: It is the policy of Hubbard County that employees serve an initial probationary period of six (6) months for the purpose of demonstrating satisfactory job performance. If the employee fails to demonstrate satisfactory job performance, they may be dismissed during the probationary period without prior notice or obligation at the sole discretion of the department manager. After the employee meets the satisfactory six month review, the employee shall receive an annual performance review based upon the date as defined in Section 5. Completion of a probationary period does not create an employment contract. Nothing in this section shall be construed as an employment contract and all employees will remain "at will".

B. ELIGIBILITY

1. All employees newly hired or re-hired shall serve a probationary period.
2. An employee promoted or transferred to a vacant position shall serve a probationary period of thirty (30) working days for that position. These employee's accrued benefits will remain available throughout the probationary period. If the employee fails to meet the qualifications of the new position during the probationary period, the employee may apply for their prior position as a new applicant.

C. PROCEDURE

1. A performance evaluation should be completed by the Department Manager on each employee prior to the completion of the probationary period.
2. An employee in any probationary period shall be terminated if the employee has not demonstrated satisfactory job performance. In all cases, the Department Manager shall discuss the intent to discharge with the Coordinator prior to the termination to insure consistency and compliance with county policy and applicable law.
3. The initial probationary period for an employee can be extended upon department manager's recommendation and/or Board action. The extension shall be in writing with copies going to the employee, supervisor, and the employee's personnel file.

D. COMPENSATION

1. No raises, for new employees, shall be enacted during any probationary period except for the annual wage adjustment approved by the Board of Commissioners.
2. Any increases awarded upon completion of the initial probationary period shall be based upon performance as determined by the employee's Department Manager and/or Board approval.

E. BENEFITS DURING THE PROBATIONARY PERIOD

1. Health insurance coverage becomes effective the 1st of the month following 30 days employment, subsequent to all proper paperwork being submitted within the required period. (Refer to Section 16, page 1).
2. Paid Time Off (PTO) is accrued from the most recent hire date and is available to be used during the initial probationary period.
3. Holiday pay is available to an employee provided the employee is in pay status the last regular shift to which the employee would have been assigned prior to the holiday and the first regular shift to which the employee would have been assigned following the holiday (Refer to Section 13, page 1).