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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 310**  
**EFFECTIVE DATE: 09/16/08**  
**REVISED: 10/17/17**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: PROBATIONARY PERIOD**

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**I. Purpose:**

To establish a policy to ensure the employee and employer have a opportunity to evaluate one another and determine whether the employee is a good fit for the position.

**II. Policy:**

**Probationary Period**

1. All new and rehired employees, except elected officials and those identified as “at-will,” will serve a 12 month probationary period beginning with the day the employee initially reports for work, or as otherwise specified in the applicable collective bargaining agreement.
2. Vacation, sick leave, and holidays will count toward fulfilling the probationary period. Catastrophic leave, leaves of absence without pay, suspension, or other separations are not considered working time and do not count toward fulfilling the probationary period.
3. Prior to completion of the probationary period, the supervisor may conduct at least one (1) performance evaluation to ascertain the advisability of continued employment. When an employee has successfully completed the probationary period, s/he will be notified by the employer. The supervisor’s failure to conduct a performance evaluation or the employer’s failure to notify the employee that s/he has completed the probationary period will not cause the probationary period to be extended.

**Rejection During Probation**

1. The employment relationship can be terminated by the employee or by the employer at any time during the probationary period with or without cause, and without advance notice or right of appeal.
2. The employer or his/her designee will notify the employee in writing that s/he is rejected during the probationary period. No reasons for the action are necessary.

**III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**