



SECTION: HR  
TOPIC: PROBATION 01  
GENERAL  
FEBRUARY, 2007

## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: PROBATIONARY PERIODS

1. Probationary periods are an integral part of the evaluation process during which the employee's work is closely monitored. The purpose of monitoring an employee's work is to provide the necessary support to ensure that a new employee has received proper instruction and that the new employee is given a reasonable opportunity to demonstrate he/she will be able to effectively carry out the responsibilities of the position. The responsibility, however, remains with the probationary employee to demonstrate by his/her performance that he/she should be retained on a permanent basis.
2. Supervisors should complete a written performance evaluation of probationary employees between the thirty (30) to ninety (90) day period after hire, and annually thereafter, to communicate performance levels. The evaluation should identify problem areas and delineate standards of satisfactory performance. It is recommended that evaluations be performed at each three (3) month interval after the first evaluation for those employees who are required to serve a probationary period longer than six (6) months.
3. Supervisors are responsible for ensuring that only those employees who satisfactorily meet reasonable performance standards are allowed to pass their probationary period. Appointing authorities should attempt to eliminate unnecessary impediments to the completion of the probationary period in order that each probationary employee has a fair and equal chance at performing the necessary functions of the job she or he has been hired to do. Probationary periods can be extended if warranted (contact the Employee Relations Division).
4. Probationary employees do not have the right to appeal disciplinary actions or grieve suspensions or discharges. Employees who are discharged while on probation may request and be granted an exit interview with a professional staff member of the Employee Relations Division. Complaints regarding discrimination on the basis of age, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation/preference, physical appearance, economic status, arrest record or conviction record or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or for any reasons specified in Wisconsin State Statutes, Chapters 51, 111 and Dane County Ordinances, Chapters 18 and 19, must be recorded and reported to the appropriate person.
5. Employees or applicants who believe they have been discriminated against can contact the Director, Office of Equal Opportunity by phone at 608/266-4192 or by writing to the Office of Equal Opportunity, Room 421, City-County Building, 210 Martin Luther King, Jr. Boulevard, Madison, WI 53703 or the Equal Rights Division, Department of Workforce Development, 210 E. Washington Avenue, P.O. Box 8928, Madison, WI 53708 or the U.S. Equal Employment Opportunity Commission, 310 W. Wisconsin Avenue, Milwaukee, WI 53202. Supervisors should bear in mind that discrimination complaints are complaints of action based on an employee's status as opposed to actions based on performance or conduct. An example of the latter is an appeal from disciplinary action when the disciplinary action was taken because the employee engaged in misconduct or was not able to meet the



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5. (continued) requirements of the position. An example of the former would be a situation where the employee was disciplined solely because of her or his race or sex or some other innate characteristic which does not per se impact on performance.

**END OF POLICY**



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Forms Needed:

Employee Performance Evaluation 014-41-10(5/95)

**RESPONSIBILITY**

**ACTION**

- |                             |  |
|-----------------------------|--|
| Employee Relations Division | 1. Maintain a system to alert department heads when performance evaluations are due for their employees.   |
| Department Payroll Clerk    | 2. Notify the department head if the probationary period should be extended due to probationary absence of employee (i.e., determine if absence would extend probationary period and how long).  |
| Supervisor                  | 3. Complete, with the employee, a performance evaluation 60 to 90 days before the end of the new employee's probation. A supervisor should complete the performance evaluation prior to discussing it with the employee. Supervisors may give the employee a blank copy of the Employee Performance Evaluation with instructions to complete it and bring it to the scheduled meeting. |
|                             | 4. Schedule a session with the employee to review the probationary period and discuss past performance, future objectives and employee concerns. Give the employee a blank copy of the Employee Performance Evaluation with instructions to complete it and bring it to the scheduled meeting.   |
| Supervisor                  | 5. When deficiencies exist, supervisor should meet with employee in effort to correct them. The discussion should be noted on the form.  |
|                             | 6. Return the completed form to the Employee Relations Division.   |



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**RESPONSIBILITY**

**ACTION**

Supervisor

7. In the final month of probation, if the decision is to terminate an individual on probation employment, complete and route the Separation Notice and Employee Action Form. Some collective bargaining agreements state that written notice of discharge must be received by the employee prior to the end of his/her probationary period (Example 1).
8. Supervisors with employees on trial periods must complete the Employee Performance Evaluation and submit it to the Employee Relations Division thirty (30) to sixty (60) days prior to the trial period end date.

**END OF PROCEDURE**



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### EXAMPLE 1

### LETTER HEAD

Date  
Name  
Street Address  
City, State, Zip Code

Dear (Name):

This is to inform you that your probationary appointment with Dane County is being terminated effective \_\_\_\_\_. The reason for this action is that you failed to meet the performance expectations for this position.

If you have any questions concerning this action, please contact me at \_\_\_\_\_.

Sincerely,

Appointing Authority  
Title

c: Employee Relations Division  
First Line Supervisor