

EMPLOYEE PROBATIONARY PERIOD APPRAISAL

An employee who is hired is required to serve a probationary period of **ninety days** following the initial date of employment. The probationary period is the final and most important phase of the selection process. During this time, employees are evaluated to see if they are suitable for service and capable of meeting the needs of the position for which they were hired. If it becomes apparent to the supervisor that an employee cannot perform the assigned duties, action will be initiated to separate the employee. Discharge of probationary employees may be based any number of factors including but not limited to:

- False application information
- Failure to pass any required drug screening
- Failure to acquire any required licenses
- Undisclosed criminal background issues
- Deficiency in work performance, attendance, or conduct,
- Lack of aptitude or cooperativeness, and/or undesirable suitability characteristics evidenced by the employee's activities either during or outside official work hours.

The probationary employee may appeal his/her only if he/she claims discrimination due to marital status or political affiliation and discrimination on the basis of race, color, age, national origin, sex, sexual orientation, religion, or disability.

Print your Name:

Signature: _____ Date: _____