

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Kym Vieira 12/09	Page: 1 of 2	Number: 6.11
	Reviewed by/Reviewed Date: CSA Exec Team 12/21/09	Replaces:	Category: Professional Development  Distribution: All Staff
Title: <b>Department 6 Month Probation Review</b>		Approved: 12/21/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To define standard procedures for evaluating and reviewing the performance of interdepartmental transfers.

**Definition**

When permanent employees transfer between departments in the same classification or demote in the same classification series they may be required to serve a new probationary period as a condition of the departmental transfer. The department must notify the employee prior to the appointment that he or she will be required to serve a departmental probation. The department probationary period will be for six months and cannot be extended. If the employee doesn't pass departmental probation, the employee shall have the right to return to his former position where permanent status was gained, unless dismissed for cause. In situations of Reduction in Force, this departmental probationary review will also be used.

This procedure does not apply to intra-agency transfers within or between divisions of current Community Services Agency (CSA) employees. This procedure is only applicable to inter-agency transfers/demotions.

**Procedure**

- A. Employees may transfer into CSA through the County's transfer process or because of a Reduction in Force. In either situation CSA will evaluate the employee on their performance in two intervals.
  - 1. At 90 days, an evaluation will be conducted using the CSA approved Evaluation Form. The supervisor will determine if the employee is performing at an acceptable level and ensure that progress is being made for a satisfactory annual evaluation.
  - 2. At 6 months, prior to achieving departmental permanent status, an evaluation will be conducted using the CSA approved Evaluation Form. The supervisor will determine (along with their manager) if the employee has successfully performed in order to achieve departmental permanent status in their position.
  
- B. Poor performance can be addressed at anytime. A supervisor does not need to wait until these intervals or anything official to address poor performance. A supervisor

should talk with the employee to coach and counsel poor performance. If improvement is not seen in a timely manner, then the supervisor should work with the manager on next steps.

- C. Failing probation can occur at anytime during the 6 month period, however it must occur prior to the last day of the departmental probationary period. The original evaluation must be returned to CSA Human Resources prior to the due date indicated on the evaluation report. Do not wait to address poor performance until the last day of the departmental probationary period. If a supervisor wants to fail an employee from probation, the supervisor must work with their manager and CSA HR to assist in the process.