

PROBATIONARY PERIOD

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-19 & OCSEA/AFCSME
BARGAINING UNIT AGREEMENT ARTICLE 6**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Probationary Period Policy:

1. Classified Civil Service employees who are hired, promoted, or laterally transferred to a different classification serve a probationary period.
2. The probationary period is
 - 120 days in classifications below exempt pay range 8 and non-exempt pay range 29
 - 180 days for classifications paid at and above exempt pay range 8 and non-exempt pay range 29
 - one year for the attorney classification.
3. When moved under the OCSEA/AFCSME Agreement, the following exceptions apply to lateral transfers within the same classification, and employee requested demotions:
 - Lateral transfers within the same classification and employee requested demotions have a trial period equal to one-half the regular probationary period for the classification.
 - During the trial period employees may elect to return to their previous position, or if employees fail to perform the job requirements to the supervisor's satisfaction, the employer may place them back in their previously held position.
4. Employees may be discharged any time before the end of their initial probationary period if their performance is unsatisfactory.
5. Non-exempt employees promoted to exempt positions may be removed at any time during the probationary period.
6. Promoted non-exempt employees who remain in the Bargaining Unit may be demoted and returned either to their previous position or to their previously held classification.
7. By mutual agreement, the probationary period may be extended for a period of time not to exceed the length of the original probationary period.
8. No probationary employee or employee serving a trial period, regardless of status, shall be considered for vacancies.

9. Disability leave, childbirth/adoption leave, or any other leave of 14 consecutive days or more shall not be counted toward employees original or promotional probationary period.
10. Lateral transfers from a different agency shall serve an initial probationary period. If the employee does not satisfactorily complete the probationary period, the employee may be removed.

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