

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Employee Probation Period

ADMIN 1-224

BOARD

SECTION: 200 – Employment Policies

Approved: 08/12/04

Revised: 09/15/11

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POLICY

The first three (3) months (or longer, if extended) of employment in a new position are considered probationary, a time when the employee's performance is reviewed to assure suitability for the position. During this time, the employee will be oriented to and trained for the position. Paid time off and funeral leave will not be granted during this time period, unless the employee has leave balances from a previous position.

Absences during the probation period will be considered excused when caused by extenuating circumstances and/or arranged for in advance with the approval of the supervisor. Considering the job responsibilities of the employee, the demands and scheduling needs of the department, the supervisor will determine if the employee may use leave accrued in accordance with Policy 1-329 Personal Leave or unpaid leave as defined in Policy 1-330 Leave of Absence Without Pay, or if a rescheduling of hours will be used to make up an approved absence.

At any time during the probation period, the employee may be notified of dismissal (see Policy 1-220 Nature of Employment). At the end of the three (3) month probation period (and any extended probation period), employees will receive performance reviews from their supervisors. Only employees who receive satisfactory performance reviews will be considered for regular employment.

Upon becoming a regular employee, eligible employees will have accrued leave in accordance with Policy 1-323 Paid Time Off (PTO) and are entitled to use funeral leave in accordance with Policy 1-324 Funeral Leave. A regular employee continues to be an employee-at-will as set forth in Policy 1-220 Nature of Employment.