

**COUNTY BOARD OF HEALTH
POLICY # HR- 03102
PROBATIONARY PERIOD POLICY**

Approval:	 Pamela Logan, District Health Director	1/7/2020 Date
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Public Health
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1.0 PURPOSE

The purpose of the probationary period is to provide the staff member and the supervisor a means by which to evaluate the work situation.

2.0 AUTHORITY – The Probationary Period Policy is published under the authority of the County Board of Health (CBOH) and in compliance with the following:

2.1 Right to Discharge Employees “At Will,” O.C.G.A. § 34-7-1

3.0 SCOPE

This policy applies to all employees of the CBOH as applicable.

4.0 POLICY

It is the policy of the County Board of Health (CBOH) employees to observe and evaluate the capacity of all newly hired, rehired, and promoted employees. The 180-calendar day probationary period reviews the employee’s ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee’s performance, work habits, and conduct, including attendance and the employee’s relationship with coworkers and superiors.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 DPH – Department of Public Health

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5.3 HR – Human Resources

5.4 DHD – District Health Director

6.0 PROCEDURES

6.1 EMPLOYMENT AT-WILL

Georgia is an “employment-at-will” State and, as such, all employees serve at the discretion of the District Health Director (DHD). This means that either the employee or the CBOH can terminate the employment relationship at any time, with or without cause or notice, consistent with applicable law.

During this probationary period, the DHD may terminate employment immediately, with or without cause and with or without notice. This 180-day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between CBOH and the employee.

6.2 PROBATIONARY PERIOD

During the first 90 to 180-calendar days of employment, the employee will be evaluated based upon his or her performance and potential for success in the job. The following indicators are evaluated during this period:

6.2.1 Adherence to CBOH Policies

6.2.2 Attendance

6.2.3 Attitude

6.2.4 Internal and External Customer Relationships

6.2.5 Job-specific standards, expectations and progress

6.2.6 Productivity

6.2.7 Quality of work

6.2.8 Relationships with leaders and co-workers

6.2.9 Work habits

6.2.10 Workplace behavior

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It is also the employee's responsibility to actively discuss and seek performance-related feedback with leadership.

6.3 EMPLOYEE REVIEW DURING THE PROBATIONARY PERIOD

6.3.1 During the first 45 calendar days of employment, the supervisor/manager is responsible for meeting with the employee to provide and review a Performance Management Form detailing job responsibilities and performance expectations.

6.3.2 At the end of 90 calendar days of employment, the supervisor/manager is responsible for meeting with the employee and reviewing performance.

6.3.3 Prior to the end of the probationary period, the supervisor/manager is responsible for meeting with the employee and reviewing their performance to determine that the employee has become proficient in the core duties and responsibilities of his or her position and meets performance expectations.

6.4 CONCLUSION OF PROBATIONARY PERIOD

At the end of the probationary period, an employee must have become proficient in the basic responsibilities of the position and must meet performance expectations.

If an employee is not meeting the requirements of the job and/or is not showing satisfactory progress and sustained improvement, a decision may be made to end employment at any time during the 180-day probationary period.

The progressive discipline policy does not apply during the probationary period. Any behaviors that would typically result in discipline may result in termination of employment during the probationary period.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	October 24, 2019	Initial Issue

8.0 RELATED FORMS

*Performance Management Form
Management Review Form*