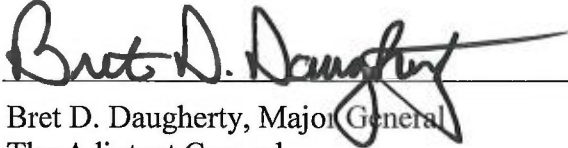




Department Policy No. HR-239-05

Title:	Probationary and Trial Service Periods
Former Number:	03-210-05
Authorizing Source:	WAC 357-19 Appointments and Reemployment WAC 357-31 Holidays and Leave
Information Contact:	Human Resources Director Building #33 (253) 512-7941
Effective Date:	July 1, 2005
Mandatory Review Date:	February 15, 2023
Revised:	February 15, 2019
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

Provide Washington Military Department (WMD) management and staff with a reference to Washington Administrative Code (WAC) 357-19 and the applicable chapters that provide detailed criteria regarding probationary and trial service periods.

Scope

The policy applies to all WMD non-represented state employees in Washington General Service (WGS) appointments. This does not include WMS employees.

Union Represented Employees – refer to the applicable provisions of the Collective Bargaining Agreement (CBA). If not specific in the CBA, the probationary and trial service policy applies.

Definitions

1. **Probationary Period:** The initial period of employment following certification and appointment to, or reemployment in, the classified service. The probationary period continues for 6 to 12 months as determined under the provisions of WAC 357-19-040.

2. Trial Service Period: The initial period of employment following promotional appointment to a position in a new class or the initial period of employment following a transfer, voluntary demotion, or elevation when required by the employer under the provisions of WAC 357-19-030. The trial service period will continue for 6 to 12 months as determined under the provisions of WAC 357-19-050.

Policy

Probationary and trial service periods provide managers and supervisors with opportunities to observe and evaluate employee skills, abilities, working subject knowledge and future potential following an appointment to a new position. The WMD is committed to providing optimum circumstances for the initial learning and orientation of employees appointed to new positions, and flexibility in the length of probationary and trial service periods to accommodate various circumstances and/or employees with additional training or mentoring needs in order for them to meet the performance expectations of the position.

- A. The WMD's business practices and processes shall comply with federal and state laws.
- B. Probationary and trial service periods will be served in accordance with the applicable WAC.
- C. The length of probationary and trial service appointments for all positions covered by this policy will be 6 months, unless a request to extend has been granted.
- D. Trial service periods will be required following a transfer, demotion, elevation or reversion unless an exception is requested by the Manager / Supervisor and approved by Human Resources Director prior to the effective date of the appointment. Exceptions to this requirement will be determined based on selection criteria, a skills review, organizational needs, and/or other relevant factors. Employees will be notified in their appointment letter of the requirement to serve a trial service period.
- E. When employees accept other permanent appointments prior to completing their current probationary or trial service appointments, the appropriate Executive Management Team (EMT) member, with concurrence of the Human Resources Director, will determine if the position allocations are closely related, based on the allocating documents, assigned competencies, and/or a position review. If the positions are closely related, the Human Resources Director may approve the employee to concurrently serve their probationary/trial service requirements. Employees will be notified if they can concurrently serve their probationary/trial periods in their appointment letter.
- F. Managers or supervisors may request, through their chain of command, an extension of individual probationary or trial service periods up to, but not to exceed, a total of 12 months. This request should be done within the first 5 months of the 6-month probationary/trial service appointment. The Human Resources Director will consider the extension based on the merits of the request, established competencies, expectations and documented employee performance. Employees will be notified in writing when and by what length of time their probationary or trial service periods

have been extended. Managers and Supervisors will work with employees to construct a written performance improvement plan to assist employees in meeting the expectations for completion of the probationary or trial service period.

- G. Employees who fail to demonstrate the required competencies and/or fail to meet the expectations of their probationary or trial service appointment may be separated from their appointments in accordance with WAC 357-46-180 or 357-19-100 respectively.
- H. When an employee uses leave without pay during a probationary or trial service period, their probation or trial service will be extended by one day for each work shift of leave without pay in accordance with WAC 357-31-355.