

MEDICAL COLLEGE OF OHIO

Subject: PROBATIONARY PERIOD

Policy No.: 05-003

Each employee in the classified civil service shall serve a probationary period following an original appointment. If the employee's services are found unsatisfactory, he/she may be removed at any time during his/her probationary period after completion of sixty (60) days or one-half (1/2) of the probationary period, whichever is greater. Probationary employees who are absent from work three (3) times or more during their probation, or who show a pattern of tardiness may be subject to probationary removal at any time during the probationary period. Whenever an employee is given a probationary removal, a written statement of the reasons for such removal, showing the areas in which the employee's service was not satisfactory, shall be given to the employee and to the Human Resources Department. The Human Resource Department must approve all probationary removals.

The probationary period for all newly hired or promoted classified and unclassified employees shall be one hundred twenty (120) calendar days for all positions unless otherwise indicated. The probationary period shall be one hundred eighty (180) calendar days for certain positions. Any positions not assigned to a classification salary base shall use the starting point for the position for probationary period determination. Longer probationary periods may be authorized for specific job classifications (i.e., Police Officers) if included in the classification specification. Time spent on leaves of absence shall not be counted as part of the probationary period.

Regular part-time employees who work a portion of each normal working day shall have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule or who work less than the normal number of working days per week shall have their probationary period determined on the basis of time actually worked.

All promotions shall have a probationary period of one hundred twenty (120) days. If promoted employees are found to be unsatisfactory in the advanced positions, they shall, upon submission of a probationary evaluation showing the reasons why such employee's service was found to be unsatisfactory, be demoted to the positions from which they were promoted or to similar positions. Upon such demotion, their salary shall be the same that they were receiving prior to such promotions, except for changes in pay rate that may have occurred or any step increase to which they would have been entitled in the lower classifications.

For AFSCME bargaining unit jobs, by mutual agreement between the Employer and the Union, this probationary period can be extended.

If employees transfer laterally from one job to another or take a voluntary demotion, they shall have a thirty (30) day trial period during which they may return or be asked to return to the position which they previously held. If the Employer determines they are unable to perform the job satisfactorily, within the first forty-five (45) calendar days during which the employee returns to the same position they previously held. For AFSCME bargaining unit jobs, by mutual agreement between the Employer and the Union, this trial period can be extended.

This policy only applies to hourly-paid classified and unclassified employees and classified salaried employees. Unclassified salaried employees do not serve a probationary period.

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Source: Vice President for Operations

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