

LCCS POLICY 470

Extension of Probationary Period

Original Issue Date:	12/1/1988
Revision Dates:	11/19/1990, 1/27/1999, 4/17/07, 2/13/08, 4/2/2021
Revision Number:	5
Current Effective Date:	4/2/2021
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Policy applies to all employees serving a probationary period.
Responsibility:	All Agency Supervisors & Human Resources
Purpose:	To enable management to more accurately assess the ability of an employee to perform in a position. To provide the employee additional time to demonstrate his/her ability to perform successfully.
Legal Cite:	O.R.C. § 5153.11; OAC 123:1-19-01; 123:1-19-02

POLICY STATEMENT

The probationary period of an employee may be extended upon written agreement of the employer, the employee and (if bargaining unit) the Union President. The extension of probation will be considered when extraordinary circumstances exist and the ability of the employee to perform in the position is questionable, but likely.

PROCEDURE

The Employee's Supervisor will consult with Human Resources regarding the possible extension of probation and to confirm the ending date of probation.

Requests for extension of the probationary period will be submitted to the Human Resources Manager/Representative during the last thirty (30) days of the probationary period but not less than fourteen (14) days prior to the ending date of probation. Such requests must be written and identify:

- the reason(s) for the request; and,
- the dates that employee performance and possible extension of probation were discussed with the employee.

The Union President will be notified for bargaining unit employees, no less than 14 days prior to the end of probation of a request to extend. (Human Resources will also notify the Union President as early as possible regarding problematic probationary performance.)

The Human Resources Manager or designee will contact the Employee's Supervisor upon receipt of the written request for extension to discuss extraordinary circumstances and the employee's potential for success in the position.

The Human Resources Manager, in consultation with Employee's Supervisor and Manager, shall approve/deny a request for extension of probation.

When applicable, the Human Resources Manager/Representative will notify Payroll that probation increase should not be granted until the successful completion of the extended probation period.

When the probationary period is extended, the Employee's Supervisor must complete:

- a special evaluation (due on the ending date of the "initial" probationary period); and,
- an evaluation at the end of the extended probationary period.

CASE PRACTICE GUIDES

The extension of probation shall not exceed 60 days.

RELATED POLICIES and FORMS