110 Probation

== 110.1 Orientation

Orientation informs you about the department and your role in it. It describes your rights, privileges and responsibilities.

You will be given the following informational materials when you are hired or attend orientation:

- Contract book (if applicable)
- New Employee Insurance Packet
- Employee Handbook and Acknowledgment Statement
- Prior state service letter (if appropriate)
- Deferred Compensation Information
- Fair Share Advice Letter (bargaining unit employees)
- Acknowledgment of Mandated Reporter Status
- Executive Order #2 (1999 Political Solicitation)
- Sick Leave Bank Information
- Executive Order #16 (1999 Sexual Harassment)
- Early Intervention Pamphlet (Workers Compensation related program)
- Crisis Response Procedures Quick Reference Guide
- Data Security and Internet Usage Policies
- Direct Deposit Form
- Disposal of Documents with Confidential and/or Personal Information (HFS 3881)

== 110.2 Probationary Status

01-05-2005

You serve an extended eight-month probationary period beyond the normal four-month period (12 months) when:

- you accept a Human Services Caseworker position through the upward mobility program.

You serve a six-month probationary period when:

- you start state service; or
- you advance to a higher position from a competitive list of eligible candidates; or
- you accept a position through the alternative employment program.

Note: AFSCME covered positions may be extended up to six (6) additional months by mutual agreement of parties.

You serve a four-month probationary period when:

- you are promoted into a position, including trainees to target titles;
- you move to a parallel pay-grade title as an AFSCME Bargaining Unit bidder; or
- you are reinstated in state service.

Note: AFSCME covered positions may be extended up to six (6) additional months by mutual agreement of parties.

You serve a probationary period as specified in the AFSCME contract when:

- you are promoted to certain titles through completion of the Upward Mobility Program.

If you were laid off while serving a probationary period, and then recalled you shall serve the remainder of your probationary period or no less than two months, whichever is greater.

Throughout the probationary period, your supervisor periodically discusses your job progress and formally evaluates your performance.

If you are absent from work for more than 15 consecutive calendar days because of a leave of absence, sick leave, disciplinary suspension or work related injury or industrial disease, your probationary period is extended by the length of the absence.

110.3 Certification

A probationary employee who successfully completes a probationary period becomes certified in that classification. Certification is automatic unless your supervisor acts to deny it before the end of the probationary period. You are formally notified of your certification.