

**Section 212.234 Probationary Status
EMERGENCY**

- a) Probationary Period:
 - 1) A probationary period of approximately six months shall be served by a full-time employee who is newly hired from outside the Office.
 - 2) A probationary period of approximately four months shall be served by a full-time employee who is promoted. A probationary employee transferred during the probationary period shall serve that portion of the probationary period which was not completed at the time of such transfer. Trainee appointments promoted to the target title after successful completion of the trainee period shall not be subject to a probationary period.
 - 3) If an employee is absent from work for more than fifteen calendar days during the probationary period, the probationary period shall be extended by the length of the absence.
 - 4) Probationary employees who have not attained certified status shall have no right to grievance procedures with regard to termination, demotion or other employment action.
- b) Certified Status: A probationary employee shall attain certified status only after successful completion of a probationary period and receipt of notice of certification from the Executive Director or his designee.