

## **2.6: Probationary Period**

This policy applies to all regular, grant-funded and part-time 3 employees.

### **POLICIES AND PROCEDURES**

Adams County Government is an Equal Opportunity Employer. The County is committed to complying with all applicable federal, state, and local laws. Adams County expects all employees to adhere to and cooperate with the principles of Equal Employment Opportunity.

Employees shall serve an initial twelve (12) working-month probationary period. In cases where an employee's status has changed from temporary to regular, the initial probationary period shall begin on the effective date of the status change. Employees shall only serve one (1) probationary period during continuous employment.

A manager or supervisor should provide an employee with a written evaluation within six (6) months of the start of the probationary period.

#### **Extension of Probationary Period**

- **Injury or Illness.** If an employee has extended absences due to illness, injury, or other circumstances while on probation, the probationary period shall be extended until actual time worked is equivalent to a twelve (12) month period.

#### **Termination of Probationary Employees**

During the probationary period, an employee is considered to be employed at will, and employees terminated during the initial probationary period are not eligible to use Discipline and Appeal Policy 1.8.