Probationary and Trial Period

Probationary Period:

An employee appointed to fill an established covered full-time or part-time position shall be given probationary status. The appointment is made after determining that the applicant meets the minimum training and experience requirements and all other established standards.

1. A probationary period of twelve (12) months will be regarded as an integral part of The Citadel’s employment process. This probationary period shall be utilized by the supervisor for observing closely the employee's abilities and performance of the duties and responsibilities assigned to the position.

2. An employee who is appointed and is demoted for non-disciplinary reasons prior to attaining covered status shall be given a new original appointment in the lower class, and the employee's new salary and performance review date will be established in accordance with employment rates and establishing and maintaining review dates. At the discretion of the Director of Human Resources the previous successful service in the higher class may be counted toward the probationary period.

3. When an employee who has not attained covered status in any position is promoted, at the discretion of the Director of Human Resources, all continuous satisfactory service in the previous position may be counted toward the completion of the required probationary period for the position to which the employee is promoted.

4. When a probationary employee's performance is unsatisfactory or below performance requirements, the employee may be terminated at any time before the end of the twelve (12) months period, without the right to appeal to the State Employee Grievance Committee. The supervisor must supply proper documentation to Director of Human Resources before taking this action. The probationary period may not be extended.
The Citadel
Policies & Procedures – Human Resources Department

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN
EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.
THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR
ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE
CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES
OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY
TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE
ANY CONTRACT OF EMPLOYMENT.

Trial Period:

1. An employee promoted, transferred, reassigned, reclassified or demoted to any position
   in which the employee does not hold covered status. A covered employee who is in a trial
   period shall be given an appraisal prior to the completion of the six-month trial period. If
   an employee does not receive an appraisal prior to the end of the six-month trial period,
   and the trial period has not been extended, the employee shall be rated "meets
   performance requirements" by default.

2. The trial period may be extended for a maximum of 90 calendar days based on a written
   notice documenting the extension to the employee. This written extension notice must be
   initiated prior to the end of the six-month trial period. Upon written notification, the trial
   employee may be demoted to the same class or class of comparable grade from which
   promoted if the demotion occurs within the trial period. The trial employee may not
   grieve such demotion, since the employee has not successfully completed the trial period
   by receiving a "meets performance requirements" appraisal. Because a trial employee is
   a covered employee, the procedures for substandard performance must be followed in
   order to terminate or demote the trial employee to a lower graded class than that from
   which promoted for performance reasons. An "Official Warning Notice of Substandard
   Performance", counseling and a "below performance requirements" rating are required to
   be given as part of this process. Departments should discuss such problems with the
   Director of Human Resources as soon as it is evident that such a problem exists.