

	<p>Employee Probation</p> <p><i>Adopted on 2/1988</i></p>
<p>Last Revision Date: 06/25/2025</p>	<p>Policy No. 4.303</p>
<p>Last Enabling Resolution:</p> <p>176-2025/908-2025</p>	<p>Developer/Reviewer:</p> <p>Human Resources Director</p>

1. Purpose

The probationary period provides the opportunity for the employee to demonstrate that they can successfully perform the primary job responsibilities, meet performance effectiveness standards, and exemplify the Sedgwick County Values.

2. Scope

This policy applies to all Sedgwick County employees with the exception of employees in the Sheriff's Office and the Office of the District Attorney.

3. Policy Statement

All newly hired employees shall serve a twelve (12) month initial probationary period when beginning employment. This will occur regardless of where in the salary range the employee is hired. Current employees who move to a new position will serve a six (6) month transfer probationary period, this includes ADA job reassignments. If the employee moves to a new position during their initial probationary period, regardless of promotion, demotion or transfer, the six-month probation period will run concurrently to the initial probationary period.

An employee may be terminated with or without cause, depending on the circumstances, while serving the initial probationary period. The employee will be notified in writing of the decision to terminate. Employees terminated during initial probation shall have no right to appeal, except in cases of alleged discrimination in which the discrimination complaint procedure may be utilized. See Policy 4.506 Workplace Discrimination.

4. Definitions

- A. **Initial Probationary Period for New Employees** - The time between starting employment (or last hire date if rehired) and the conclusion of twelve (12) months of satisfactory performance. The new employee will be given feedback and coaching to have the chance to learn the job and improve during the probationary period.

- B. **Probationary Period for Current Employees** - The probationary period for current employees is the first six (6) months of a new position based upon a transfer, promotion, or demotion inside or outside of their Division, Department or Office of Elected/Appointed Officials, including ADA reassignments. The purpose of this period is to ensure the employee is successful in the new position.

5. Procedures

- A. For newly hired employees:
1. New employees should be evaluated based on the following factors using quantitative measures if applicable:
 - a. Ability to perform all essential functions of the position.
 - b. The employee's progress on given assignments.
 - c. The employee's reliability, trustworthiness, and other relevant personal characteristics.
 - d. The employee's relations and collaboration with subordinates, supervisors, and peers.
 2. When a probationary employee is not performing satisfactorily, supervisors should follow procedures outlined in Policy 4.501 Progressive Discipline. Employees terminated during initial probation are not afforded a Final Review Meeting nor do they have grievance rights under policy 4.502 Grievance.
 - a. Probation Extension - Initial probation can be extended up to sixty (60) calendar days if an employee has been placed on a Performance Improvement Plan (PIP) prior to the end of initial probation. This action must be approved by the appropriate Division/Department Director or Elected/Appointed Official. The employee will be notified of the initial probation extension by their supervisor.
- B. **Current Employees** - Current employees who are on six (6) month transfer probation are expected to meet performance expectations of the new position or may be subject to disciplinary action up to termination. Employees in this status are afforded a Final Review Meeting and may utilize the process outlined in policy 4.502 Grievance.