

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # HR 11</b>
<b>Title:</b> Probationary Employment Provision		
<b>Effective Date:</b> October, 1996	<b>Administering Authority:</b> Human Resources Dir.	
<b>Revisions:</b>		
<b>Statutory Authority (if applicable):</b> G.S. 126		

**Purpose:** The probationary period mandated by State policy is an extension of the selection process. Therefore, all employees in the categories of new hire and reinstatement must serve a probationary period of no less than three months and no more than nine months before being granted permanent status as an employee of the Department of Commerce.

**Policy:**

The immediate supervisor of a probationary employee shall work with the employee to discuss work expectations and begin development of a work plan within the first 60 days of employment. Using the criteria on this work plan, the employee's work performance must be evaluated carefully during the probationary period. Based on the results of those evaluations, the supervisor must make a recommendation on the employee's continued employment status. If the employee has performed satisfactorily during the probationary period, the supervisor shall make a written recommendation to the Human Resources Office that the employee be granted permanent status. However, if it is evident in early evaluations that the employee cannot perform at expected levels or is unsuited for employment in the position, the supervisor may recommend separation of the employee. When a final probationary evaluation is completed, the Commission/Division Head must make a decision to either make the employee permanent or separate the employee.

A memorandum from the Human Resources Office will be forwarded to the Commission/Division Heads informing them of employees who are eligible for permanent status. The effective date of the employee's permanent status will be the first day of the month following the date of the recommendation.