

# PERSONNEL 3.0

## Employee Practices -- 3.7

### Probationary Period -- 3.7.e

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Cathy R. Taylor, DrPH, MSN, RN

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

All new employees within the Bureau of Health Services are required to complete a probationary period of at least six (6) months. Prior to the end of the probationary period, an employee may be separated from service without right of appeal or hearing if performance does not meet required standards.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To provide new employees a period of adjustment and to allow for the separation of any probationary employee whose performance is below standard.

#### **PROCEDURE**

During the probationary period all employees are assessed as to whether or not they can perform job responsibilities at an established level of performance. Performance evaluations are a means by which all supervisors plan, review and evaluate the job responsibilities and performance of the employee. Immediately

after employment, every employee will be expected to work with their supervisor to prepare a **Job Performance Plan**, which is entered in Edison that identifies major job responsibilities. Specific behaviors or work outcomes that describe the best possible performance of each of those responsibilities are to be listed. Supervisors should discuss the job plan with the reviewer before completing the Job Performance Plan in Edison. Supervisors should offer suggestions and guidance to help their employees effectively carry out the agreed upon responsibilities. Supervisors are responsible for meeting frequently with employees under their direction during the probationary period to discuss work performance.

**Interim Work Reviews** should be completed periodically in Edison during the probationary period and is to be based entirely on the responsibilities and performance expectations that are agreed upon in the job planning process. All employees have the opportunity to express disagreement on the performance review forms if the employee feels that it is not an accurate reflection of their performance.

Before the completion of the probationary period, the employee's supervisor must discuss performance with the reviewer and complete a final **Probationary Report** on each new employee. If an employee's performance during the probationary period does not meet agreed upon performance standards, the employee may be separated from employment without right of appeal or hearing. The supervisor must attach a completed Probationary Report to all dismissal separations related to job performance. Dismissals unrelated to job performance will require a justification letter.

It is important that all supervisors be aware of the consequence of failing to carry out and submit a **Probationary Report** when it is due. If the supervisor is delinquent in completing and submitting a Probationary Report a probationary employee, including one who does not perform their job responsibilities at an acceptable level, will automatically complete the probationary period indicating acceptable performance. Employees who are terminated after the probationary period have right of appeal and hearing to discuss job performance.

## **NECESSARY FORMS**

1. Edison Job Performance Plan
2. Edison Interim Work Reviews
3. Edison Probationary Report

## **REFERENCE DOCUMENTS**

1. Rules of the Tennessee Department of Human Resources, Chapter 1120-2-2-.11
2. Career Employee Act of 1986

**OFFICE OF PRIMARY RESPONSIBILITY**

Office of Human Resources, Department of Health, (615) 741-6350

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