
MEMORANDUM

TO: ALL SUPERVISORS AND MANAGERS
FROM: AMY V. KAHN, SPHR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: PROBATIONARY PERIOD
DATE: 2011

It is our obligation to inform you of how to handle the issue of Probationary Periods with your new employee. Please refer to this statement found in the State Personnel Management Manual (SPMM):

“The rules require that the supervisor carefully observe the conduct and performance of the probationer and report in writing to the appointing authority at least two weeks before the end of the term. Also, the supervisor, from time to time during the probationary term, is required to advise the probationer of his/her status and progress. A probationer whose services are to be terminated is entitled to receive written notice at least one week prior to such termination and, upon request, is entitled to an interview with the appointing authority. This does not mean, however, that the appointing authority must state specific reasons for the termination of a probationer”.

This paragraph means that you, the Supervisor, should meet with your employee regularly regarding their progress. In these meetings you should identify and document progression in the employee’s position as often as needed.

If you believe you will need to extend the probation period or terminate the employee, please contact Human Resources at least three weeks prior to Probationary Period end date. Failure to comply with these regulations may result in complications in ending Probationary Period.

If you have any further questions regarding Probationary Period procedures, please contact the Office of Human Resources.