



## Policy HR 2.5 Probationary Period

Adopted by the Library Board of Trustees: 01/24/2013

Probation applies only to employees represented by a collective bargaining agreement and not to at-will employees. At-will employees do not serve a probation period and may be released from employment with NOLS at any time, with or without cause.

### **1. Employee probation**

A represented employee will serve a probationary period concluding on the last day of the sixth month following the anniversary date. The supervisor and employee will complete a performance review upon the employee's completion of probation, assessing the employee's performance to date and the progress made on the training plan.

The probationary period will be extended only in those instances when the employee was absent for medical leave or similarly protected leaves in accordance with applicable laws.

If the employee does not successfully complete the probationary period the employee may be released from the position with the Library at the discretion of the supervisor and the Library Director without proof of cause from the Library.

Employees who successfully complete their initial probationary periods may only be released from employment for cause.

### **2. Probationary period – promotion and lateral transfer**

NOLS employees who are promoted to or are granted a lateral transfer are to serve a six (6) month probationary period commencing with the effective date of the promotion or transfer.

Should the employee be unsuccessful in meeting the performance expectation of the new position or find the position unacceptable, he/she may request a voluntary reduction to his/her former position and pay if such a position is available. In those instances when the former position is not available, the employee may be placed in a vacant position, if available, for which the employee is qualified.

If no position is available, the employee will be released from employment and placed on a reinstatement list in accordance with the Layoff and Reinstatement policy.

### **3. Administration**

The Library Director or designee is responsible for administering this policy.