

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-028 (Rev. 7/14)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 12-028; 11-036; 02-020
<b>Application:</b> Executive Branch Agencies, Preferred Employees, Human Resources Officers	<b>Effective Date:</b> July 1, 2014
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-308	<b>Rule:</b> Chapter 1120-02

Subject:

## Probationary Periods

Every person appointed to a position in the preferred service shall be subject to a probationary period of employment. Newly appointed or promoted applicants serve a probationary period for a minimum of twelve (12) months. The maximum probationary period shall be twenty-four (24) months. The length of the probationary period is established by the Department of Human Resources and depends on the business needs of the job classification or the position.

A probationary period starts on the effective date of the employee's appointment or promotion to a job classification in a preferred position. Probation ends at the close of business on the day of the employee's last scheduled shift at the conclusion of that probationary period. With the successful completion of a probationary period, an employee becomes a preferred employee. An employee's probationary period cannot be extended. If, however, an employee is on probation and is without pay for the greater portion of a month, the employee's probationary period is extended one month.

An employee may be removed for any reason during a probationary period subject to Department of Human Resources laws, rules, and policies. Employees on initial probation do not have the ability to appeal a demotion, suspension, or termination.

To request a longer probationary period for a job classification, an appointing authority must submit a written request to the Department detailing the nature of the work and the need to the longer evaluation period. If the Department approves the request, employees currently on probation in a position within the job classification for which the probationary period is to be extended will not have their probationary period extended. All new applicants appointed to the job classification, or positions in the job classification affected by the approved request, shall serve the longer approved probationary period.

If the appointing authority's request for a longer probationary period involves only certain positions within a job classification rather than all positions in a job classification, the written justification must address the job-related differences which warrant different levels of probations for positions in the

same job classification. If approved, the requesting agency has the responsibility to ensure Edison requirements are approved for each position when a new employee is appointed.

#### Probationary Periods at the Time of Deployment

Employees serving a probationary period when called to active duty should have his or her probation expiration date recalculated upon return to work. The new date should be calculated by determining the number of months for which the employee worked the major portion before being called to active duty (based on the deployment date on the military orders) and adding the remaining months needed to complete the probationary period to the employee's return date (actual date of return to work). This recalculation should be completed for employees serving either initial or subsequent probationary periods. When an employee is serving a probationary period in a flex-classification position, this recalculated probation expiration date will determine the date the employee is eligible to receive a salary increase and promote to the next level of the classification.

Executive service employees do not serve a probationary period.

Questions regarding the portion of this policy relative to employee deployment probationary periods may be directed to the Technical Services Division. Questions regarding the remainder of this policy may be directed to the Classification/Compensation Division.