

## **Employee Probationary Period and Permanent Status Recommendation Supervisor Responsibilities and Guidelines**

The probationary period is an extension of the selection process and provides the time the new employee needs to achieve performance at or above the expectations of the job or to be separated if performance does not meet acceptable standards.

Throughout the probationary period, the supervisor shall document and validate, based on direct observation and/or feedback from others, employee performance results and values-based behaviors on a regular and consistent basis. In addition, the supervisor shall provide feedback to the employee, both positive and corrective, when appropriate.

During the probationary period, the supervisor shall work closely with the employee in counseling and assisting the employee to achieve satisfactory performance. The supervisor shall establish a work plan for the probationary employee and shall review the probationary employee's performance following the timeframes outlined below.

At the end of the probationary period when the supervisor, in consultation with any other appropriate supervisor and the School Director, determines that the employee's performance indicates capability to perform satisfactorily and merits retention, a **Permanent Status Recommendation Form** should be submitted to Human Resources 2 weeks prior to the 12-month anniversary date.

- 1) The supervisor shall establish a performance plan for the employee during the first sixty (60) calendar days of employment; however, if the probationary employee's start date is during the last sixty (60) calendar days of the current performance cycle, then the manager/supervisor shall establish a performance plan for the employee during the first sixty (60) calendar days of the next performance cycle. *During any 60-day interim, the supervisor should discuss/review and provide a copy of the Goals/Task associated with the position held and the NC DPI and Statewide Organizational Values.*
- 2) The supervisor shall review the probationary employee's performance by conducting documented performance feedback discussions during the first twelve (12) months of employment. Periodic reviews should be conducted as frequently as is necessary; however, quarterly documented performance feedback discussions must be conducted during the first 12 months of employment. Quarterly feedback dates should be documented on the Performance Plan and the Permanent Status Recommendation Form.
- 3) A probationary employee is expected to perform the work at the level expected for the position and consistently meet what is expected in terms of quality, quantity, timeliness, cost, and customer satisfaction on all goals and values. Prior to any formal coaching and/or counseling, the supervisor should collaborate with Human Resources. All formal coaching and/or counseling sessions must be documented electronically or in writing.

If the employee's performance indicates he or she is not suited for the position and cannot be expected to meet satisfactory performance standards, the employee shall be separated.

- 4) The manager/supervisor shall conduct an interim review at the midpoint of the performance cycle and shall conduct a final performance evaluation annually, within sixty (60) calendar days of the cycle end date. If the probationary employee's start date is within sixty (60) calendar days of either the interim review or the annual performance evaluation, then an interim review or annual performance evaluation is not required. Both the interim review and the final performance evaluation dates must be documented on the Permanent Status Recommendation Form prior to sending to Human Resources.

*Note: The probationary employee shall have been functioning under an issued performance plan for at least six (6) months cumulatively to be assigned a final overall performance rating.*

- 5) The employee shall have been performing work at the level expected for the position and consistently meet what is expected in terms of quality, quantity, timeliness, cost, and customer satisfaction on all goals and values for 12 months before permanent status is granted.