

# MACOMB COUNTY HUMAN RESOURCES POLICY

## PROBATIONARY PERIOD

The probationary period is a continuation of the Recruitment and Selection process to ensure that an employee is capable of fulfilling the requirements of the position.

A full-time employee newly hired into the County shall be considered a probationary employee for the first six (6) months of employment from the date of hire.

A part-time employee newly hired into the County shall be considered a probationary employee for the first nine (9) months of employment from the date of hire.

If it is determined that the newly hired employee is not capable of fulfilling the requirements of the position, the employee shall be terminated without the right of appeal or statement of cause.

A current employee of the County who has a change in classification, shall have a probationary period of four (4) months from the date of change in classification.

If within the four (4) month probationary period it is determined that an employee who had a classification change is not capable of fulfilling the requirements of the position, he/she will be terminated without the right of appeal or statement of cause. An exception may be made with Elected Official/Department Head approval(s), as well as union approval where applicable.

This Policy shall not apply to an employee in a position that is designated as "at will".

Approved:

  
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Office of County Executive

Approved: December 13, 2017