



# Medina County Policy Manual

Policy: <b>Probation</b>	Section: <b>Employment</b>	Number: <b>2.090</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 3</b>

ORC 124.27  
OAC 123:1-19-03  
OAC 123:1-19-04

**NOTE:** Employees coming under a collective bargaining agreement should refer to the contract provisions covering the respective probationary period applicable to their bargaining unit.

**A. CLASSIFIED EMPLOYEES** ([Reference Policy 2.015, Employment---Civil Service](#))

1. Supervisors shall use the probationary period to closely observe and evaluate an employee's performance and aptitude for the job, as well as to encourage an employee's adjustment to the job and department/agency. Supervisors shall recommend retention of only those employees who meet acceptable standards during the probationary period.
2. A newly appointed full-time employee will serve a probationary period of one hundred twenty (120) calendar days. A longer period may be established at the discretion of the department director following approval from Human Resources. Such extension shall not exceed one hundred eighty (180) days.
  - a. Time spent on leave of absence without pay is not counted as part of the probationary period.
  - b. Probationary periods shall be extended by an equal number of days the employee spent in no-pay status.
  - c. Job & Family Services employees serve a 180-day probationary period.
3. A newly appointed employee is to be advised of the length of their probationary period at the time of appointment.
4. Newly appointed part-time employees working portions of each normal work day (five (5) days/week) will serve a one hundred twenty (120) calendar day probationary period.

Policy: <b>Probation</b>	Section: <b>Employment</b>	Number: <b>2.090</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>2 of 3</b>

5. Part time employees working an irregular schedule or who work less than the normal number of working days per week (less than five (5) days/week) shall have their probationary period determined on the basis of time actually worked as follows:
  - a. 700 hours are equivalent to a 120-day probationary period.
  - b. 1,000 hours are equivalent to a 180-day probationary period.
  
6. No appointment is final until the appointee has satisfactorily served the probationary period. If the performance of the probationary employee is unsatisfactory, the employee may be removed at any time during the probationary period.
  - a. A probationary employee removed for unsatisfactory service does not have the right to appeal their removal under section 124.34 of the Revised Code.
  - b. It is strongly advised that the department head not wait until the last day of the probationary period to remove a probationary employee for unsatisfactory performance.
  - c. The department head will consult with Human of Resources prior to removing a probationary employee in order to review the basis for removal and the department's supporting documentation prepared to substantiate the removal.
  - d. Only after receiving authorization from Human Resources may a probationary employee be removed.
  
7. An employee promoted to a higher classification will serve a probationary period as listed above.
  - a. An employee serving a probationary period after a promotion may be returned to his/her former classification and rate of pay at any time during the probationary period if performance, behavior, or work attitude are not satisfactory.
  - b. The position an employee vacates when promoted can only be filled by a temporary appointment during the employee's promotional probationary period ([refer to policy 2.095, Promotions](#)).

Policy: <b>Probation</b>	Section: <b>Employment</b>	Number: <b>2.090</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>3 of 3</b>

**B. UNCLASSIFIED EMPLOYEES** ([Reference Policy 2.015, Employment---Civil Service](#))

1. Unclassified employees serve at the pleasure of the Board of Commissioners.
2. Unclassified employees, e.g. Department Heads, will serve at least a one twenty (120) calendar day probationary period, which may be extended upon approval of the County Administrator.