	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 128.02	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903; ACA 3-JDF-1C-10/11		
<u>SUBJECT:</u> Probationary Term			
<u>DATE:</u> January 1, 2017			

PURPOSE

This policy is to establish the guidelines for probationary terms for the employees of the Division of Juvenile Services.

CANCELLATION

This policy has been revised and supersedes Policy 128.02 dated April 1, 2008.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees.

DEFINITIONS

1. **Permanent Employee:** Any classified employee who was hired from a register and who has completed the probationary period prescribed by the Division of Personnel for the job class, or any classified-exempt employee who was hired to fill a position for an unlimited period of time, notwithstanding the Director's right to terminate the employee for cause or at his or her will.
2. **Probationary Period:** A specified trial work period prescribed by the Division of Personnel designed to test the fitness of an employee selected from a competitive list of eligible for the position for which an original appointment has been received.
3. **Reinstatement:** A type of re-employment of a former permanent classified employee.
4. **Transfer:** The movement of an employee to a different location/department of the division or a different agency.

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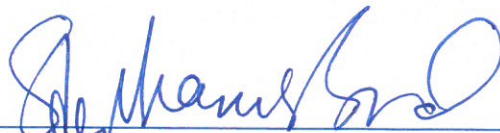
PROCEDURES

1. Employees will be appointed initially for a probationary period of at least six months but no longer than one year.
2. All new employees with the Division of Personnel job title of Correctional Officer will serve a mandatory one (1) year probationary period.
3. All new employees, other than those with the title of Correctional Officer, will serve a mandatory six (6) month probationary period.
4. Employees appointed through reinstatement shall serve a new probationary period.
5. An employee shall not be eligible for transfer during his or her probationary period.
6. Time spent by probationary employees on unpaid leave of absence, disciplinary suspension, or non-disciplinary suspension resulting in separation from employment through resignation, transfer or dismissal extends the probationary period correspondingly.
7. Permanent employees transferring from one position to another position will not be required to repeat a probationary period.
8. After the probationary period, involuntary termination, suspension or demotion is permitted only for good cause and, if requested, subsequent to a formal hearing on specific charges conducted by the Public Employees Grievance Board.
9. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

11/1/17

Date