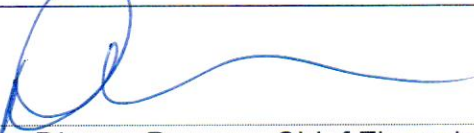
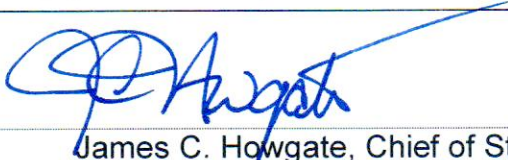




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR- 03124
PROBATIONARY PERIOD POLICY**

Approval:	 Dionne Denson, Chief Financial Officer	11/25/17 Date
	 James C. Howgate, Chief of Staff	2/6/17 Date

1.0 PURPOSE

The purpose of the probationary period is to provide the staff member and the supervisor a means by which to evaluate the work situation.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) 180-Day Probationary Period Policy is published under the authority of DPH and in compliance with the following:

1.1.1 Right To Discharge Employees “At Will,” O.C.G.A. § 34-7-1

2.0 SCOPE

This policy applies to all of the Department of Public Health.

3.0 DEFINITIONS

3.1 DPH – Georgia Department of Public Health

3.2 HR – DPH Division of Finance, Human Resources Section

4.0 POLICY

It is the policy of the Georgia Department of Public Health (DPH) to observe and evaluate the capacity of all newly hired, rehired, and promoted employees. The 180-calendar day probationary period reviews the employee’s ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee’s performance, work habits, and conduct, including attendance and the employee’s relationship with coworkers and superiors.

4.1 EMPLOYMENT AT-WILL

Georgia is an “employment-at-will” State and, as such, classified and unclassified employees serve at the discretion of the Department. This means that either you or DPH can terminate the employment relationship at any time, with or without cause or notice, consistent with applicable law.

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During this probationary period, DPH may terminate employment immediately, with or without cause and with or without notice. This 180-day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between DPH and the employee.

4.2 Probationary Period

During the first 90 to 180-calendar days of employment, the employee will be evaluated based upon his or her performance, attitude, and potential for success in the job. The following items will be under review:

- 3.2.1. Quality of work
- 3.2.2. Work habits
- 3.2.3. Job-specific standards, expectations and progress
- 3.2.4. Productivity
- 3.2.5. Attendance
- 3.2.6. Workplace behavior
- 3.2.7. Relationships with leaders and co-workers

It is also the employee's responsibility to actively discuss and seek performance-related feedback with leadership.

4.3 CONCLUSION OF PROBATIONARY PERIOD

At the end of the probationary period, an employee must have become proficient in the basic responsibilities of the position and must meet performance expectations.

If an employee is not meeting the requirements of the job and/or is not showing satisfactory progress and sustained improvement, a decision may be made to end employment at any time during the 180-day probationary period.

The progressive discipline policy does not apply during the probationary period. Any behaviors that would typically result in discipline may result in termination of employment during the probationary period.

5.0 REVISION HISTORY

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REVISION #	REVISION DATE	REVISION COMMENTS
0	08/01/2013	Initial Issue
1	01/12/2017	FY17 Review & updated forms

6.0 FORMS

Probationary Employee Recommendation Form
90-day Probationary Evaluation Form