

YOUTH SERVICES POLICY

Title: Probationary Period	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.40
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References: Civil Service Rules 9.1, 9.2 and 9.3, ACA Standards 2-CO-1C-15 (Administration of Correctional Agencies), 4-JCF-6C-07 and 4-JCF-6C-09 (Performance-based Standards for Juvenile Correctional Facilities); 2-7038 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 09/27/2017

I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary, and shall not conflict with Civil Services Rules or other pertinent regulations.

II. **PURPOSE:**

To provide information regarding probational appointments and the attainment of permanent status, specifically the length of time an employee may be required to remain on probation in order to determine whether or not work performance is satisfactory.

III. **APPLICABILITY:**

This policy shall apply to all newly hired classified employees who are appointed on probational appointments. This policy shall also apply retroactively to employees currently in their probationary period at the time of this revision.

IV. **DEFINITIONS:**

For the purpose of this policy, the following definitions apply:

Agency Preferred Re-employment List - A list of names of permanent employees who were laid off or demoted in lieu of a layoff.

Appointing Authority - Deputy Secretary of Youth Services/designee.

Classified Employee - An employee who is hired under the Civil Service system on a probational appointment and/or one who attains permanent status.

Department of Public Safety - Human Resources (DPS/HR) – A unit within the Department of Public Safety that oversees the Human Resources actions of the agency.

LaGov Human Capital Management System (HCM) – The statewide human resources and payroll system. This system centralizes payroll functions within the Division of Administration, which results in the availability of timely, uniform payroll information.

Office of Human Resources - An office within the Division of Administration that is responsible for all human resource functions – operations and benefits, compensation, staffing and employee relations.

Permanent Appointment - The appointment of a probationary employee after certification by the appointing authority or designee, signifying that the employee has met the required standard of work during the probationary period.

Probational Appointment - An essential part of the examination process; used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

Probational Employees - Employees who are required to serve probationary periods are those who are appointed to the following:

- Permanent positions following certification from an open competitive eligible list;
- Original appointments to permanent positions in non-competitive classes;
- Non-competitive re-employments based on prior service, except those hired from the Agency's Preferred Re-Employment List in a position which was filled with a probational appointment; and
- Employees who have an interruption of a probationary period for military purposes.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that probationary periods for employees of YS as described herein, shall be for a period of one (1) year if their duties are performed in a satisfactory manner during the examination period. There shall be no exceptions made to the one (1) year probation requirements unless approved by the Deputy Secretary/designee.

If the employee does not perform assigned duties satisfactorily, or at the agency's discretion, at the end of the one (1) year period the employee shall be separated from employment.

However, at any time during the one (1) year period, a probationary employee may be separated by the appointing authority/designee under Civil Service Rule No. 9.1(e).

VI. PROBATIONAL APPOINTMENTS:

- A. All newly hired employees appointed on a probational appointment as well as those currently in their probationary period, shall be required to serve a one (1) year probationary period as a test period of satisfactory work performance as outlined in their job descriptions, and as determined by their supervisor and the appointing authority/designee.
- B. A probationary employee who is absent for military training or military active duty in excess of 30 consecutive calendar days shall be returned to duty in the probationary status at the point reached in the probationary period before leaving. Absences of 30 consecutive calendar days or less shall be counted as part of the probationary period.
- C. A former employee who is on the "Agency Preferred Re-employment List" shall be appointed with permanent status in the new position.
- D. A probationary employee who is permanently transferred, reassigned or demoted to another position shall be eligible for permanent status in the new position after completing the probationary period which began prior to the change in the new position.
- E. The probationary period of a part-time employee is computed on the same calendar basis as though employed full time.
- F. While on probationary status, an employee earns and can use annual, sick and compensatory leave. The employee is paid for holidays and is eligible for health care and retirement benefits.

VII. PERMANENT APPOINTMENTS:

Employees with permanent status who are promoted, transferred, reassigned or demoted to another position are not required to serve a probationary period in the new position but may at the discretion of the appointing authority.

VIII. PERMANENT APPOINTMENT ACTION FOLLOWING PROBATIONARY PERIOD:

- A. A permanent appointment of a probationary employee shall begin upon certification by the appointing authority/designee to Civil Service that the employee has met the required standard of work while on probationary status.

- B. A permanent appointment shall be reported to Civil Service through the Department of Public Safety / Human Resources (DPS/HR) office by utilizing the dedicated OJJ HR email address OJJ-HRdocument@LA.GOV

IX. MONITORING PROCEDURES:

- A. DPS/HR shall run reports every 90 days of all employees eligible for permanent status in the OSHCM.
- B. When an employee is eligible, DPS/HR shall complete a "tickler" and forward it to the unit's Human Resources Liaison. The unit's Human Resources Liaison shall forward the "tickler" to the employee's supervisor.
- C. The supervisor shall make a recommendation regarding permanent status and forward the recommendation to the appointing authority/designee for approval.
- D. The appointing authority/designee shall return the approval to DPS/HR for entry into the OSHCM by utilizing the dedicated OJJ HR email address OJJ-HRdocument@LA.GOV
- E. DPS/HR shall notify the appropriate employee of the action taken by mailing a copy of the "Employee Notification Form" which is generated from the OSHCM.

Previous Regulation/Policy Number: A.2.40

Previous Effective Date: 9/20/2016

Attachments/References: