

## **PROBATIONARY AND TRIAL SERVICE (NON-REPRESENTED STAFF)**

Any person hired into a position at the Washington School for the Deaf who has not attained permanent status must serve a probationary period when appointed to a permanent position. The Director of the Department of Personnel will establish the duration of the probationary period on a class-wide basis. The probationary period for a class will be from six to twelve months long.

The Superintendent may extend the probationary period for an individual employee or for all employees in a class as long as the extension does not cause the total probationary period to exceed twelve months. In addition, if an employee uses leave without pay for an entire work-shift while serving a probationary period, the probationary period is extended by one work day for each day of leave without pay. Leave without pay for military leave of absence as provided in WAC 357-31-370 does not extend a probationary period.

The Superintendent may separate any probationary employee who fails to meet established standards. The probationary employee must receive a minimum of one calendar day's written notice before being separated. An individual separated during the probationary period does not have a right to appeal the separation.

### **Trial Service Periods:**

A permanent employee must serve a trial service period upon a promotion to a position in a new class, or when a permanent employee transfers, voluntarily demotes or is elevated to a new position. The Director of the Department of Personnel will establish the duration of the trial service period on a class-wide basis. The trial service period for a class will be from six to twelve months long.

The Superintendent may extend the trial service period for an individual employee or for all employees in a class as long as the extension does not cause the total trial service period to exceed twelve months. In addition, if an employee uses leave without pay for an entire work-shift while serving a trial service period, the trial service period is extended by one work day for each day of leave without pay taken. Leave without pay for military leave of absence as provided in WAC 357-31-370 does not extend a trial service period.

The Superintendent may revert any employee who fails to meet established standards during the trial service period. The Washington School for the Deaf will give seven (7) days written notice to an employee who is being reverted during a trial service period. If during the last seven days of a trial service period the employee commits an egregious act which warrants reversion, the

Superintendent may immediately revert the employee without seven (7) calendar days notice.

Within thirty (30) calendar days from the date of appointment, an employee has the right to voluntarily revert during a trial service period by providing seven (7) calendar days written notice to the Superintendent and a copy to the Human Resources representative. After thirty (30) calendar days from the date of appointment, an employee may voluntarily revert only at the discretion of the Superintendent.

Upon voluntary reversion, the employee has the rights provided by WAC 357-19-115 through 357-19-117 with the current employer. At the discretion of the former employer, employees may voluntarily revert to the former employer and have the rights provided by WAC 357-19-115 and 357-19-117 with the former employer.

An employee who does not satisfactorily complete the trial service period has reversion rights with the Washington School for the Deaf. An employee has the right to revert to a position, if available, in accordance with the following:

- For employees reverting from trial service following a promotion or transfer, the Washington School for the Deaf will revert the employee to a vacant position, or to a position filled by a non-permanent appointee, for which the employee satisfies the competencies and other position requirements and which is:
  - Allocated to the class the employee last held permanent status in; or
  - If no such positions are available, allocated to a class which has the same or lower salary range maximum
- For employees reverting from trial service following a voluntary demotion, the Washington School for the Deaf will revert the employee to a vacant position, or a position filled by a nonpermanent appointee, for which the reverted employee satisfies the competencies and other position requirements and which is allocated to a class which has the same or lower salary range maximum as the class from which the employee is reverting.

If the reverted employee is not returned to a permanent position in the class in which the employee last held permanent status, the employee is eligible to be placed on the Washington School for the Deaf internal layoff list upon written request to the Human Resources representative. Employees may also apply for placement on the General Government statewide transition pool. Employees who are reverted do not have the right to appeal the reversion.

The Washington School for the Deaf expects each manager and supervisor to accept the responsibility of ensuring that each person appointed to a new position

with a probationary or trial service status is given the appropriate training and support to provide the optimum circumstances for success which include but are not limited to:

- An explanation of the position responsibilities and the required competencies of the position.
- Providing the incumbent with the appropriate tools, information and training needed to successfully complete the probationary or trial service period.
- Communicating the concepts and expectations of the probationary or trial service period and the resulting consequences if the probationary or trial service period is unsuccessful.
- Each manager and supervisor will provide timely feedback to the incumbent regarding the progress made and suggestions to improve/correct deficiencies identified throughout the probationary or trial service period.

The Washington School for the Deaf further requires that managers and supervisors understand, foster and implement the best business practices as outlined within this procedure.

Managers and supervisors are required to work with the Human Resources representative to understand the required criteria under WAC 357-19 in order to successfully implement and evaluate the probationary and/or trial service periods.

References: WAC 357-19  
WAC 357-31

**Adopted: September 14, 2007**