

New Hire Probationary Period

Human Resources Policy- #112

Policy:

Davidson County has established a 3-month probationary period for an employee that has been newly hired and appointed to a regular position. This probationary period may be extended to 6 or 9 months based on the employee’s performance. The employee’s probation may be extended to 12-months; however, the Director of Human Resources must approve.

No Employee will remain on probation for more than 12-months. At the end of 12-months, the employee will either be take off probation or their employment with the County will end.

Newly hired employees will not be eligible to take accrued vacation until successfully completing the first three months of the probationary period.

Employees completing the probationary period in a satisfactory manner will be considered regular Employees.

Scope:

This policy applies to all employees that are not covered under OSHR. Employees of the Sheriff’s Office and the Register of Deeds Office are subject to this policy as determined by the Sheriff and the Register.

In regards to aspects of vacation leave this policy applies to all employees.

Document Change Record

Revision	Description
8-13-2024	Revised, moved from 12-month probation to 3-month probation with possible extensions