

WORKING TEST PERIOD

Policy #2006-4-19 Amended

Purpose

The working test period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the new employee's work, for securing the most effective assessment of the employee to the position (whether newly hired or current employee in a new position), and for rejecting any employee whose performance is not satisfactory.

Duration

The working test period shall be ninety (90) days in duration for general County employees. There may be specific positions that have a longer working test period; that information would be reflected in the job description for those positions. Supervisors may extend the working test period, with approval of the Director of Human Resources, up to an additional ninety (90) days maximum.

During the 90-day working test period, newly hired employees will not be eligible to use PTO or his/her personal days; however, he/she will be *accruing* PTO. For positions that require a longer than 90-day working test period, newly hired employees will be eligible after 90 days, to use accrued PTO, per the PTO policy.

Dismissal

During the working test period, a manager or supervisor with his or her Department Head or Elected Official's approval may request to remove an employee who fails to perform the duties of the position satisfactorily, or whose habits and dependability do not merit his/her continuance in the County's service. The Department Head or Elected Official shall notify the Director of Human Resources of the situation and upon his/her approval, the employee shall be terminated.

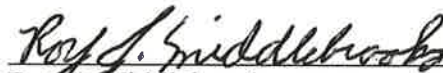
No payment for PTO will be allowed for newly hired employees leaving employment of the County prior to successful completion of the working test period. Employees serving their working test period do not have the right to appeal their termination unless it is alleged that the civil rights of the employee as afforded by state or federal law or the Constitution of the United States or the State of Georgia have been violated.

Policy Change

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

Approved this 26th day of June, 2007

Rockdale County Board of Commissioners



Roy J. Middlebrooks, Chairman

ATTEST:



Jennifer Rutledge, County Clerk