



PERSONNEL RULES AND REGULATIONS

RULE 5: <i>Probationary Periods</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 2: <i>Trial Period Probations</i>	Pages: <i>1 of 2</i>

Section 1: Introduction

Tenured employees may serve additional probationary periods for reasons of promotion, transfer, reassignment, or performance/conduct deficiencies.

This Regulation describes these types of probations and how they are applied.

Satisfactory completion of any probationary period entitles employees to certain rights as set forth in these Personnel Rules and Regulations; however, it does not guarantee continued or permanent employment.

Section 2: Types

A. Promotional Trial Period Probation

Employees who have accepted a promotion have 45 calendar days in which to demonstrate they possess the requisite knowledge, skills, and abilities to perform the duties of the job.

If employees fail to satisfactorily perform the duties of the new position during the promotional trial period, as determined by their Department Head, they shall be returned to a position comparable to that held immediately prior to the promotion at the current salary of such promotion (Nebraska Revised Statute §23-2525[8]. In this circumstance, employees will be returned to their pre-promotional status.

The pay rate will be adjusted to the step and pay grade occupied as if not promoted, including any step increase that would have occurred since the date of the promotion. However, no retroactive pay for any step increase that would have occurred during the Promotional Trial Period Probation shall be paid, as an increase in pay was already received as a result of the promotion.

B. Transfer Trial Period Probation

Employees who have applied for and have transferred have 45 calendar days in which to demonstrate they possess the requisite knowledge, skills, and abilities to perform the duties of the job.

If they fail to successfully complete the Transfer Trial Period Probation, they may request of the applicable Department Head to return to their original position. Otherwise, employees, with approval of the appointing authority and the Human



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Resources Director, may apply for current job postings. If there are no current job postings, employment may be terminated.

C. Disciplinary Probation Period

Employees may be placed on probation for a designated period of time, not to exceed 90 calendar days, for significant performance/conduct deficiencies that are within their ability to correct, as determined by the Department Head. The use of a Disciplinary Probation Period requires consultation with the Human Resources Director.

The following criteria apply to Disciplinary Probation Periods:

1. The Department Head will provide documentation pertaining to the specific performance/conduct deficiencies to the Human Resources Director prior to implementing,
2. In those cases involving performance deficiencies, the Department Head shall create a performance improvement plan (PIP),
3. Employees shall receive and sign a copy of the PIP and a copy will be sent to the Human Resources Department to be placed in the employee's civil service personnel file,
4. Employee performance/conduct during this probation will be scrutinized closely,
5. While on probation, employees will not be eligible to apply for posted jobs, and
6. Employees will not be eligible for pay increases during the probationary period. Upon successful completion of the probationary period, employees would receive their pay increase if it was due during the probationary period; however, no retroactive pay will be processed. Any annual pay adjustments awarded by Board Resolution outside of those associated with performance or conduct will be processed in accordance with those pay types. Future dates for pay increases remain unchanged.

During a Disciplinary Probation Period, the Department Head may determine that additional discipline is warranted based on performance/conduct exhibited during the probation. This additional discipline can occur at any point and will interrupt the Disciplinary Probation Period.