



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-16	Subject: <b>EMPLOYEE PROBATIONARY PERIOD</b>
Reference: <a href="#">P&amp;P 20-11</a> ; <a href="#">DOC 1.3.9</a> ; <a href="#">DOC 1.3.10</a> <a href="#">2-18-Part 12, MCA</a> ; <a href="#">M.O.M. 3-0170</a> ; <a href="#">M.O.M. 3-0155</a>	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 10/09/01; 03/14/03; 03/08/12
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

### I. BUREAU DIRECTIVE:

The Probation & Parole Bureau requires all employees newly hired to state government to serve a probationary period for the purpose of evaluating the employee's potential for satisfactory job performance.

### II. DEFINITION:

Department of Corrections Internal Reduction in Force Registry – A registry of Reduction in Force (RIF) employees who will be given an opportunity to apply as an internal applicant for vacant Department positions.

Permanent Status – The status an employee attains after satisfactorily completing an appropriate probationary period.

Probationary Period – A trial period established by an agency when an employee is newly hired to state government into permanent or seasonal employment to assess the employee's abilities to perform job duties; to assess the employee's conduct on the job; and to determine if the employee should be retained beyond the probationary period and attain permanent status.

Reduction in Work Force (RIF) - A management action taken for non-disciplinary reasons in which an employee is laid off from employment. Reasons include, but are not limited to, elimination of programs; reduction in full-time employees by the legislature; lack of work; lack of funds; expiration of grants; reorganization of agency; or privatization of a service normally or traditionally provided by an employee of a department.

### III. PROCEDURES:

#### A. Employees Newly Hired to State Government

The Probation & Parole Bureau (Bureau) shall require all employees newly hired to state government to serve a 12-month probationary period prior to receiving permanent status in their position.

1. Employee will be informed in writing of the length of the probationary period at the time of employment.
2. Pre-appraisals and probationary performance appraisal(s) will be completed pursuant to *P&P 20-11 Performance Appraisals*.

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3. Unless the employee receives written notification that he/she has not satisfactorily completed the established probationary period on or before the end of the probationary period, the employee attains permanent status.
4. The probationary period may be extended pursuant to *DOC 1.3.9 Employee Probationary Status*.
5. An employee who has not attained permanent status may be discharged at any time during the probationary period pursuant to *DOC 1.3.9*.

**B. Employees with Permanent Status**

1. Employees who have attained permanent status in one agency and voluntarily transfer to another agency retain permanent status.
2. Employees who have attained permanent status shall retain permanent status if their position is reclassified.
3. Employees who have attained permanent status and are internally promoted or reassigned, or are newly hired to the Bureau, will receive a job performance pre-appraisal and performance appraisals at six (6) months and 12 months, and annually thereafter, pursuant to *P&P 20-11 Performance Appraisals*.
4. Reduction-in-Force (RIF)

An employee who has been laid off will be placed on the Department of Corrections Internal RIF Registry and is entitled to benefits provided by the Employee Protection Act (§2-18-Chapter 12, MCA).

**IV. CLOSING:**

Questions concerning this procedure shall be directed to the Bureau Chief or the Department's Human Resources Bureau.