

**PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY 99.300.11**

Subject: Trial Service

Applicability: Management service, classified unrepresented and classified represented employees

Effective Date: 5 January 2009

I. PURPOSE: Provide supervisors with standard guidelines for managing employees during trial service to ensure the individual hired is the most qualified for the position.

II. DEFINITION:

Trial Service Period: A working test period during which an employee is required to demonstrate, by conduct and actual performance of duties, the qualifications and fitness for the position.

III. STANDARD:

- A. Trial service is the final step in the hiring process.
- B. Management service employees typically serve a 12-month trial service period, whether in initial trial service or promotional trial service.
- C. Classified represented employees' trial service is governed by the applicable collective bargaining agreement.
- D. Classified unrepresented employees (military lease agents) serve a 12-month trial service period due to their intermittent work schedule.
- E. Time spent as a temporary employee does not count toward an employee's trial service period.
- F. When a period of leave with or without pay exceeds 15 consecutive calendar days (for reasons other than FMLA/OFLA or military leave), an appointing authority may extend the trial service period by the total number of leave days unless otherwise stipulated by the applicable collective bargaining agreement.
- G. Requests to extend trial service or remove an employee from trial service shall be consistent with this policy, the applicable collective bargaining agreement for classified represented employees and State Personnel Policy 40.065.01 for management service or classified unrepresented employees.

IV. RESPONSIBILITIES:

- A. The Adjutant General: Has overall responsibility to ensure compliance with this policy.
- B. Director of State Personnel: Manages the implementation of this policy to insure consistency with state policy and applicable collective bargaining agreement.

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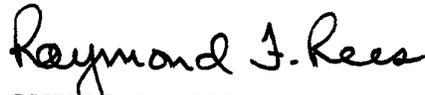
1. Reviews the supervisor's documentation prior to authorizing an extension of a trial service period or the removal of an employee from trial service.

2. Provides written notice to an employee when their trial service period has been extended, or the employee is being removed from trial service.

C. Supervisors:

1. Documents ongoing coaching with employees in trial service to afford success in obtaining regular status.

2. Submits requests to extend a trial service period or remove an employee from trial service, along with supporting documentation, to the Director of State Personnel. Such requests shall have approval from the supervisor's manager.



RAYMOND F. REES
Major General
The Adjutant General