



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Trial Service Period	DOC Policy: 20.4.7
Supersedes:	DOC Policy 20.4.7, "Trial Service Period," dated 12/21/98	
Applicability:	Management service employees in all functional units. Refer to applicable labor agreements for classified represented employees.	
Directives Cross -Reference:		
Rule:	State Policy 40.065.01	

I. PURPOSE

Trial service is considered an extension of the hiring process. The trial service period affords an employee the opportunity to demonstrate the ability to perform the work and gives the department the opportunity to determine the employee's qualifications and fitness for the position.

II. POLICY

- A. Upon initial appointment to state service or upon promotion in the management service, an employee shall serve a trial service period.
- B. An employee who has regular status may be required to serve a trial service period upon:
 - 1. Transfer from classified service into the management service;
 - 2. Transfer to the department from a different state agency;
 - 3. Transfer back to the department from another state agency after an absence of more than one year.
 - 4. Reemployment with the department after separation from another agency, or after separation from the department for more than one year.
- C. Length of trial service:
 - 1. Trial service period shall be at least six months, but not more than twelve months. The supervisor shall determine the length of the trial service period, based upon specific circumstances which may affect the amount of time needed to demonstrate competency (i.e., the complexity of the job, the length of time required to effectively perform the work, the length of the training program).

Employees shall be notified of the length of trial service at the time of appointment. A supervisor may extend a six-month trial service

period to up to twelve months by giving written notice to the employee. Such notice shall be retained in the employee's personnel file.

2. A new trial service period may be established for an employee who is serving a trial service period upon lateral transfer to another position having a different supervisor or upon demotion, unless demoted as a result of restoration.
 3. Employment under temporary appointment shall not count as part of a trial service period upon subsequent appointment to a permanent position.
 4. When a break in service or a period of leave without pay exceeds 15 consecutive calendar days, the trial service period shall be extended by the corresponding number of days.
- D. Upon successful completion of trial service, the employee shall be placed in a regular status.
- E. A trial service employee may be removed during the trial service period if, in the opinion of the supervisor, the employee is unable or unwilling to perform the duties of the position satisfactorily, or the habits and dependability of the employee do not merit continuance in the service.
1. The employee shall be provided written notice of trial service removal. The notice shall state that the action of removal is being taken, the effective date of the action, the grounds as listed above, and the statutory citation ORS 240.570(3).
 2. An employee who is removed during trial service and who was formerly employed in a classified position may be restored as provided in state policy 50.030.01 and DOC Policy 20.5.8. An employee who promotes or transfers within the department from a classified position and who is removed during trial service, may be restored to a position in the same class and service as the position in which previously employed. After the decision has been made to restore the employee, should there be no suitable vacant position, the department shall conduct a layoff.
 3. An employee who is removed during trial service may request restoration to the open competitive list from which appointed if the list still exists.

III. IMPLEMENTATION

This policy shall be adopted immediately without further modification.

