



TRIAL SERVICE

- Trial Service is the final phase of the hiring process. It affords an employee the opportunity to demonstrate the ability to perform the work and provide the manager time to confirm qualifications and fitness for the position. The supervisor shall evaluate the employee's work habits and ability to perform his/her duties satisfactorily and provide the employee feedback within the trial service period.
 - Trial Service is generally six months but may be up to 12 months.
 - Part time employees serve an equivalent Trial Service by hour (i.e. six months = 1040 hours).
 - Prior time in employment, under a temporary appointment, does not count as part of trial service upon new appointment to a permanent position.
 - Upon successful completion of the trial service period, an employee gains regular status.
 - A seasonal employee, who does not complete trial service in a single seasonal period, is credited with accumulated service, if a break between service periods does not exceed two years.
 - Each employee appointed to a position in the bargaining unit shall serve a trial service period upon:
 - Initial appointment to state service;
 - Promotion;
 - Lateral transfer inside his/her Agency to a different classification;
 - Lateral transfer between agencies;
 - Or rehire within two (2) years of separation (including re-employment).

SET CLEAR EXPECTATIONS

- Upon hire, the manager should:
 - Provide and review the employee's position description.
 - Review unit expectations.
 - Make clear technical requirements (what and by when).
 - Ensure the employee is aware of behavioral expectations.

PROVIDE FEEDBACK

- Managers should provide regular feedback to the new employee:
 - Manager/employee evaluation and feedback at least monthly.
 - Feedback should be honest and respectful.
 - Manager should include lead worker feedback in monthly discussions.



DOCUMENTATION

- Documentation is essential for managers and Human Resources. Making documentation a priority can help mitigate disputes, offer resources when needed and answer important questions. Proper documentation also shows consistency in management practices.
 - Managers should maintain a log of both positive observations as well as instances where improvements are needed.
 - Managers should document discussions, unexpected behavior, tardiness, etc. even if seemingly insignificant.
 - Managers should utilize evaluation tools, ensuring feedback (both positive and negative) is not a surprise to the employee.

REMOVAL

- During trial service, the employee's performance/behavior is typically at its best. If concerns arise, managers should not assume things will get better and may consider removal.
 - Regular meetings and honest feedback will ensure a removal will come as no surprise to the employee.
 - Managers should partner with Human Resources as soon as concerns arise.
 - Documentation serves as justification for removal, documentation should be complete and comprehensive. Remember, all records (including documentation) are subject to public records requests and may be requested by the employee or other party.
 - Human Resources will coordinate next steps in the event the employee has return rights to their former position/agency.
 - Trial service removal is not subject to the grievance/appeal process.