

SUPPORT STAFF PROBATIONARY TERM

Support Staff/Classified Employee Probationary Period

Upon initial employment or re-employment, support staff/classified employees shall serve a probationary term of service of one year. Upon acceptance of a new assignment, (promotion, demotion or lateral transfer) employees shall serve a probationary term of six months.

The probationary period may only be extended in unusual circumstances with the approval of the Executive Director. The employee shall be notified in writing if an extension is made. No extension may exceed 60 calendar days.

Employees must serve six months of the probationary period before being eligible to laterally transfer to another employment position.

Any classified employee whose job performance becomes unsatisfactory may be placed on a probationary status with the approval of the appropriate director.

During the probationary period, the employee may be separated from service without cause and without appeal.

The preceding provisions shall not apply if employee job descriptions provide other explicit terms of probationary service.

Adopted: March 19, 2026

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78

Cross Refs.:

Pol 5007	Support Staff
Pol 5022	Suspension of Staff Members
Pol 5110	Resignation of Staff Members