



Department: Human Resources
Policy Number: HUM-A060
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

CLASSIFIED EMPLOYEE REVIEW PERIOD

The review period for classified employees will be six (6) months. New employees, and employees who have been rehired following a break in service greater than one year, are required to complete this review period. During the review period, classified employees will be ineligible to use paid time off; however, vacation, sick and personal time will continue to accrue during this time. Upon completion of the review period, employees will receive a written job performance evaluation.

Associated Documents: CMCSS Employee Handbook ([HUM-M001](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/30/2012	IR	Initial Release
11/12/14	N/A	Reviewed, no changes
3/18/15		Reviewed, no changes

***** End of Policy *****