



PERSONNEL APPOINTMENT 40-60-90-120 DAY PROBATIONARY STATUS LETTER

In accordance with Rule VIII, Section 3, of the Civil Service Rules and Regulations, I hereby notify you that the following employee

☐ has or ☐ has not
satisfactorily completed _____ days of their _____-day probationary period,
(40-60-90-120) (90/120*1)
as of _____. (Appointing Authority must calculate days worked)
(date) **REQUIRED**

The probationary period is part of the examination process for classified (Civil Service-tested) employees. Unclassified (Non-Civil Service-tested) employees are likewise subject to evaluation during their probationary period. An employee may be terminated at any time during the initial probationary period, by following appropriate managerial procedures. The Appointing Authority should utilize this form to record employee progress within the probationary period, including documenting any areas of excellence, areas of concern, and/or efforts to improve performance in the COMMENTS section below.

NAME OF EMPLOYEE: _____ EMP#: _____

JOB TITLE: _____

DEPARTMENT: _____

FUNDING ACCT #: _____

BUDGETED POSITION #: _____

UNION: _____ DATE APPOINTED IN THIS POSITION: _____

COMMENTS: _____

Respectfully submitted:

Department Head/Designee Signature Date: _____

RETURN TO THE DEPARTMENT OF HUMAN RESOURCES

Certain contractual benefits are available to employees after completing their probationary period.
It is critical that these milestones are reported to HR promptly.

¹ Length of Probationary Periods: Local 3144 = 90 working days; Local 424 & Local 884 = 120 working days;
Local 71 = 120 calendar days. All are subject to change by bargaining agreement.