



Department: Human Resources
Policy Number: HUM-A060
Effective Date: 1/30/2012

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 accruing vacation, sick, and personal leave time; however, they are not eligible to use this time without their Supervisor's permission and the completion of form CLS-F058. Once the review period has been successfully completed, employees will be eligible to request and use accrued time following the usual request and approval process. Upon completion of the review period, employees will receive a formal job performance evaluation.

Associated Documents: CMCSS Employee Handbook ([HUM-M001](#))
Classified Employee Review Period Paid Time Off Request ([CLS-F058](#))

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
7/31/17	A	Removed sentence pertaining to leave during the review period. Clarified use of leave during probationary period.
1/23/23		Changed "written" to "formal" to reflect the move to the portal. Not a revision.

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