18 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

389 BUREAU OF HUMAN RESOURCES

Chapter 9 PROBATIONARY PERIOD

SUMMARY: This chapter gives the purpose and duration of the probationary period and presents the mechanism for transition from probationary to permanent status.

1. USE AND PURPOSE

The probationary period shall be regarded as an integral part of the examination process, and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards.

2. DURATION

All regular and all promotional appointments shall be tentative and subject to a probationary period of six months of actual service, provided, however, that the Director of Human Resources, upon written request of the appointing authority, may extend the probationary period by not more than six months.

3. NON-CREDITABLE TIME

A. Any interruption of service during the probationary period shall not be counted as a part of the probationary period.

B. Time served on temporary or project assignment shall not be counted as part of the probationary period.

4. RATING OF PROBATIONARY SERVICE

At any time during the probationary period and in such manner as the Director of Human Resources may prescribe, the appointing authority shall report to the Director in writing his/her judgment of the qualities of the employee's work performance.

5. TRANSITION TO PERMANENT STATUS

A. Upon written notice submitted within a fifteen calendar day period immediately preceding the expiration of the probationary period by the appointing authority to the Director of Human Resources that the services of the probationer have been satisfactory, and that the employee is therefore given a permanent appointment to his/her position, such employee shall be granted permanent status provided that the service record filed with the Director shows that the quality of service performed by the employee was satisfactory.

B. A copy of such notice shall be given the employee by the appointing authority.

C. In the absence of such grant of permanent status, the employee shall receive no further pay after the expiration of his/her probationary period.

6. SPECIAL PROVISIONS

A. Promotion While on Probation

An employee who is promoted prior to the completion of his/her probationary period to a higher position in the same occupational field shall complete his/her probationary period in the lower position by service in the higher position and the appointing authority shall certify him/her for permanent status in the lower position at the end of the six months' period following original appointment to that position if the employee is to be continued in the state service.

B. Leave to the Unclassified Service

When a probationary employee is granted a leave of absence to accept a position in the unclassified service, the unfulfilled portion of the probationary period in the classified service may be completed by service in the unclassified service position subject to a positive recommendation of the appointing authority and approval of the Director of Human Resources, provided that the work in the unclassified position is within the same general occupational field and is at least equivalent in difficulty and responsibility to the work of the position in the classified service.

C. Reemployment

Former employees appointed from eligible lists other than the layoff list shall be subject to the probationary period beginning the date of new appointment.

D. Reinstatement from Layoff

Former employees laid off during the probationary period shall be credited with time served on probation upon reinstatement from a layoff register.

E. Demotion

The probationary period of an employee demoted without prejudice during or at the end of his probationary period shall include the period of probationary service in the higher class.

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