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HUMAN RESOURCES  
***Probationary Period Policy***  
POLICY Number: B-010

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**6 February 2013**

1. **AUTHORITY:** Director of State Civil Service (SCS) as contained in La R.S. 36:54; Civil Service Rule 9.1.
2. **PURPOSE:** To establish the department's standard on probationary periods.
3. **PHILOSOPHY:** It is the philosophy of State Civil Service to maintain a workforce committed to excellence. Employees of State Civil Service are required to serve a probationary period and must be certified as having met the required standard of work before being granted permanent status.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **POLICY:** Generally, new employees will serve a probationary period from six to twenty-four months. Employees who do not attain permanent status by the end of twenty-four months will be separated.
6. **PROCEDURES:**
  - A. At least thirty days before an employee's eligibility for permanent status, the Human Resources Office will send the employee's manager a permanent status reminder.
  - B. If the manager is recommending approval of permanent status, he/she shall complete a Personnel Action Request (PAR) form and forward it to the Human Resources Office for processing.
  - C. If the manager is recommending the employee's probationary period be extended or employment terminated, he/she shall complete a memorandum and forward it to the Human Resources Office for processing.

7. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet  
Director