

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: WORKING TEST MANAGEMENT REVIEW FOR
CLASSIFIED EMPLOYEES
POLICY NUMBER: HR 10.02
EFFECTIVE DATE: September 1997
SUPERSEDES: N/A
LAST REVIEW DATE: March 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that classified employees who are on working tests due to promotions or interdepartmental transfers are to be reviewed on their performance and adherence to the terms and conditions of employment.

WORKING TEST AND PERMANENT STATUS:

Rules under this policy are applicable only to employees in the classified service. The working test shall be an essential part of the examination process, and shall apply to promotion and interdepartmental transfers.

ADVERSE ACTION APPEALS:

As part of a consent agreement to dispose of an adverse action appeal entered into in accordance with the provisions of 478-1-.24(9)(d)11, a classified employee may be placed on working test status. The length of the working test period and the consequences of failure to satisfactorily complete such working test shall be clearly indicated in the terms of the agreement.

LENGTH OF WORKING TEST:

The Chief Executive Officer (CEO) may fix the length of the working test period for any class at not less than six (6) nor more than eighteen (18) months. The working test period will be the first six months in a position unless the CEO designates a different length. Such working test period shall be exclusive of any time spent in non-pay status, or leave with pay in an unclassified position; provided, however, that the length of the working test period shall apply to all positions in the class affected. If the period is increased in duration, employees employed under the shorter period will acquire permanent status as if the length had not been increased, unless otherwise specified by the CEO.

- A. The working test period shall begin with the first day on which the employee actually reports for work except in instances where the first day of the month is a regularly scheduled non-workday for the position. In such case, if the employee reports to work on the first workday of the month, the working test period shall be deemed to have begun on the first day of the month, although the employee cannot be placed in pay status until the employee actually reports for work.

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GRANTING PERMANENT STATUS:

It shall be the responsibility of the CEO along with the Program Manager to determine whether a working test employee is to be granted permanent status. If it is determined that the employee is not to be granted permanent status, the Program Manager shall transfer, demote or separate the employee as provided in other provisions of this policy.

PERMANENT STATUS:

- I. Permanent status of a classified employee completing a working test period shall be effective at the beginning of the date following completion of the working test period provided the employee is in work status on that date.
- II. Permanent status shall not be granted to a classified employee promoted prior to the acquisition and submission to the Human Resources Department of the required license or certificate. An employee who is not separated prior to eligibility for permanent status shall acquire permanent status.

TIME FRAMES/ RESPONSIBILITIES:

- I. State law requires that evaluating supervisors complete working test management reviews within ten (10) calendar days of the working test midpoints or as near to such dates as is practicable.
 - A. Evaluating supervisors are responsible and accountable for conducting working test management reviews. Evaluating supervisors who do not conduct these reviews as prescribed in this policy are subject to disciplinary action up to and including separation.
 - B. Reviewing managers are to assume responsibility if:
 1. Evaluating supervisors are absent for an extended period of time;
 2. Evaluating supervisors positions are vacant; or,
 3. New supervisors have not had sufficient time to evaluate employees' performance and adherence to the terms and conditions of employment.
 - C. Employees who do not have working test management reviews are not entitled by law to additional employment rights (e.g., permanent status in positions).

PROCEDURES:

- I. The Management Review Form – MS #10-61 (MRF) is to be completed in order to record working test management reviews.
- II. Evaluating supervisors are to discuss proposed MRFs with reviewing managers and receive approval prior to meeting with employees or providing copies of the MRFs to employees.

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- III. Following approval from reviewing managers, evaluating supervisors is to meet with employees to conduct working test management reviews.
 - A. Employees and evaluating supervisors should sign the MRFs.
 - B. Employees may be given a specified period of time to review the MRFs prior to signing and returning to evaluating supervisors.
 - C. After the specified period of time or if employees otherwise do not sign the MRFs, evaluating supervisors are to note on the MRFs that working test management review meetings were held and that the employees chose not to sign the MRFs.
- IV. Following the working test management reviews, evaluating supervisors are to forward the MRFs to the reviewing managers for signatures.

REVIEW NOT RECEIVED:

- I. Classified employees on working test who have not received their working test management reviews within fifteen (15) calendar days of their working test midpoints should contact their evaluating supervisors to discuss the status of the reviews.
- II. If no resolution is reached after five (5) calendar days, employees should contact Human Resources.
- III. The Human Resource Manager will take appropriate steps to ensure that eligible employees receive working test management reviews.

DISTRIBUTION & RECORD KEEPING:

- I. Completed MRFs are to be distributed as follows:
 - A. The originals are to be forwarded to Human Resources for placement in employees' official SBHS files.
 - B. Copies are to be provided to the employees.
 - C. Copies are to be maintained by evaluating supervisors and given to others as specifically directed.

REFERENCES:

- I. Rules of the State Personnel Board – Rule 24—Working Test and Permanent Status

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date:

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date