2B. **Probationary Period**

All new employees in the salary range of 10 or below, including current employees who are promoted or transferred within Morrow County, are hired into a probationary training period that lasts no less than 6 months. Employees in range 11 or higher will serve a probationary period of 12 months. The probationary period is an extension of the employee selection process. During this period, the employee is considered to be in training and under observation and evaluation by his/her manager. Evaluation of the employee's adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the probationary period. This period gives the employee an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if the employee's knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for the employee to decide if Morrow County meets his/her expectations of the employer.

Employees who are promoted or transferred to another position shall serve a new probationary period in the new position. During a promotional probationary period, the promoted employee may be demoted at any time without appeal, provided that the probationary employee is reinstated in the position from which he or she was promoted, even though this may necessitate the layoff of the employee occupying the position.

At or before the end of the probationary period, a decision about the employee's employment status will be made. Morrow County will decide whether to: (1) Extend his/her probationary period; (2) Move him/her to regular, full-time or regular, part-time status; or (3) Terminate his/her employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both the employee and Morrow County may terminate the employment relationship during the probationary period for any lawful reason. Further, completion of the probationary period or continuation of employment after the probation period does not entitle the employee to remain employed by Morrow County for any definite period of time. Both the employee and Morrow County are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.