

**ARKANSAS FORESTRY COMMISSION
PROBATIONARY STATUS
POLICY & PROCEDURE STATEMENT
§ 45**

Required form: A45.100, A45.200 (as applicable)

Definitions

- Closed Competition: job vacancies advertised in-house for promotional or transfer opportunities.
- Open Competition: job vacancies advertised in-house and outside the AFC.

Probationary Status

1. New hires, rehires & transfers from other state agencies shall be on probation for twelve months. If not officially removed from probation, probationary status remains in effect. The supervisor has option to extend probation an additional six months.
2. Probation allows an employee up to twelve months to demonstrate the aptitudes, skills, and abilities required in the position and to successfully complete required training.
3. During probation, extended probation, or regular status, an employee may be terminated with or without cause and with or without notice at any time at the option of the AFC or the employee.
4. The supervisor will meet with the employee within 30 days of hire to set performance standards for the rating period: AFC Performance Evaluation Form A125.100.
5. Twelve months after hire the supervisor shall conduct a performance evaluation, planning, & review session with the employee. Performance Evaluations are an annual requirement.
6. Based on the performance evaluation rating, objective accomplishment, and/or training completion, the supervisor will complete one of the following actions: (1) grant the employee regular status, (2) extend employee's probation for a maximum of six months, (3) until training is completed, or (4) terminate employment of the employee. Record action on Probationary Status Form A45.100. Additional forms required for termination: Termination Report Form A90.100 and Exit Interview Form A90.200.
7. Discharge during the probationary period if an employee cannot perform the duties will not be listed on the A90.200 nor divulged on reference calls from other employers.

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8. A criminal background investigation may be conducted for all employees and is mandatory for employees with law enforcement duties. An unsatisfactory report may be cause for immediate dismissal.
9. An unsatisfactory physical examination report for positions with physical standards will result immediate dismissal
10. In-house employees who promote, transfer, or demote shall be on probation for twelve months. If a promoted or transferred employee fails to satisfactorily complete the probationary period, the employee may (1) be demoted to the previous position held if position is vacant, or (2) be demoted to a lower classification in the same job family if there is a vacant position provided the demotion would not adversely affect the operation of the AFC. If placement cannot be made in accordance with (1) or (2) above, employment will terminate.
11. No probationary employee shall be promoted or transferred when jobs are advertised in closed competition.
12. Employees in regular status or probationary status may apply for positions advertised in open competition.
13. Performance Probation: If an employee's overall performance falls to mid-level standards during the performance evaluation rating period, the supervisor will implement probationary procedures. Use Form A45.200, Performance Probation. The supervisor must document below standard performance and counsel employee on expected improvement.
14. Performance probation may not exceed 90 days.
15. Disciplinary Probation: Employees placed on disciplinary probation (see AFC Policy § 40) are not eligible for promotion or transfer during disciplinary probation period.
16. Placing an employee on disciplinary probation requires identification of policy violation(s), expected improvement, and action if improvement is insufficient.
17. Periodic supervisor-employee counseling is required to inform employee of progress, improvement needed, *et cetera*.
18. Disciplinary probation may not exceed 90 days for any specific infraction of AFC Disciplinary Policy. Use Form A45.100, Probationary Status, to record status.
19. Repeal: This Probationary Status Policy § 45 supersedes all earlier probationary status policies, procedures, and memoranda of § 45, which are hereby repealed.