



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: PROBATIONARY PERIODS

Probation shall mean the period immediately following an employee's appointment where the employee's performance will be closely supported and reviewed by the appointing authority to determine the employees permanent retention in the position they have been hired.

This policy applies to all newly appointed employees

1. Probationary periods are an integral part of the evaluation process during which the employee's work is closely monitored. The purpose of monitoring an employee's work is to provide the necessary support to ensure that a new employee has received proper instruction and that the new employee is given a reasonable opportunity to demonstrate they will be able to effectively carry out the responsibilities of the position. The responsibility, however, remains with the probationary employee to demonstrate by their performance that they should be retained on a permanent basis.
2. Supervisors should complete a written performance evaluation of probationary employees between the sixty (60) to ninety (90) day period of their probation, at the end of the probation, and annually thereafter, to communicate performance levels. The evaluation should identify areas of growth and identify standards of satisfactory performance and forward-facing goals.
3. Supervisors are responsible for ensuring that only those employees who satisfactorily meet reasonable performance standards are allowed to pass their probationary period. Appointing authorities should attempt to eliminate unnecessary impediments to the completion of the probationary period in order that each probationary employee has a fair and equal chance at performing the necessary functions of the job they have been hired to do. Probationary periods can be extended if warranted (contact the Employee Relations Division).
4. Probationary employees do not have the right to appeal disciplinary actions or grieve suspensions or discharges. Employees who are discharged while on probation may request and be granted an exit interview with a professional staff member of the Employee Relations Division.
5. Complaints regarding discrimination on the basis of age, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation/preference, physical appearance, economic status, arrest record or conviction record or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or for any reasons specified in Wisconsin State Statutes, Chapters 51, 111 and Dane County Ordinances, Chapters 18 and 19, must be recorded and reported to the appropriate person.
6. Employees or applicants who believe they have been discriminated against can contact the Manager of Equal Employment Opportunity, Dane County Civil Rights Office by phone at 608/266-4795 or by writing to the Civil Rights Office, Room 356, City-County Building, 210 Martin Luther King, Jr. Boulevard, Madison, WI 53703-3345 or the Equal Rights Division, Department of Workforce Development, 201 E. Washington Avenue, P.O. Box 7946, Madison, WI 53707 or the U.S. Equal Employment Opportunity Commission, 310 W. Wisconsin Avenue, Suite 500 Milwaukee, WI 53202. Supervisors should bear in mind that discrimination complaints are complaints of action based on an employee's status as opposed to actions based on performance or conduct. An example of the latter is an appeal from



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6. (continued) disciplinary action when the disciplinary action was taken because the employee engaged in misconduct or was not able to meet the requirements of the position. An example of the former would be a situation where the employee was disciplined solely because of their race or sex or some other innate characteristic which does not per se impact on performance.

END OF POLICY



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Forms Needed:

Employee Performance Evaluation 014-41-10(2/19)- [Employee Evaluation Form](#)

RESPONSIBILITY

ACTION

Employee Relations Division

1. Maintain a system to alert department heads when performance evaluations are due for their employees.

Supervisor

2. Complete, with the employee, a performance evaluation 60 to 90 days before the end of the new employee's probation and an evaluation at the end of probation. A supervisor should complete the performance evaluation prior to discussing it with the employee. Supervisors may give the employee a blank copy of the Employee Performance Evaluation with instructions to complete it and bring it to the scheduled meeting.

Supervisors with employees on trial periods must also complete the Employee Performance Evaluation and submit it to the Employee Relations Division thirty (30) to sixty (60) days prior to the trial period end date and at the end of the trial period.

3. Schedule a session with the employee to review the probationary period and discuss past performance, future objectives and concerns.
4. When deficiencies exist, the supervisor should meet with employee in an effort to correct them. These meetings should occur as close to the deficiency as possible. Don't wait until the evaluation due date. If deficiencies still exist at evaluation time, the discussion(s) should be noted on the evaluation form.
5. Return the completed evaluation form to the Employee Relations Division.
6. Notify Employee Relations if the probationary period should be extended due to probationary absence of employee (i.e., determine if absence would extend probationary period and how long) or due to performance concerns or additional training needs.



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RESPONSIBILITY

ACTION

Supervisor

7. If the decision is to terminate an employee on probation, the supervisor should notify the employee and payroll clerk of this decision. Some handbooks and collective bargaining agreements state that written notice of discharge must be received by the employee prior to the end of their probationary period (Example 1).

Payroll Clerk

8. Complete and route the Separation Notice and Employee Action Form.

END OF PROCEDURE



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EXAMPLE 1

LETTER HEAD

Date
Name
Street Address
City, State, Zip Code

Dear (Name):

This is to inform you that your probationary appointment with Dane County is being terminated effective . The reason for this action is that you failed to meet the performance expectations for this position.

If you have any questions concerning this action, please contact me at _____.

Sincerely,

Appointing Authority
Title

c: Employee Relations Division
First Line Supervisor