

CHAPTER 7

PROBATIONARY PERIOD

INTRODUCTION 7.0

Each newly appointed career SES member must serve a 1-year probationary period beginning on the effective date of the employee's appointment. The probationary period allows supervisors time to assess the performance and conduct of employees.

Once the probationary period is completed, the employee cannot be required to serve a probationary period in another SES position in the Department or any other agency.

Responsibilities 7.1

The Assistant Secretary or Regional Administrator-Regional Housing Commissioner (with the concurrence of the Deputy Under Secretary for Field Coordination) certifies the completion of the probationary period. He/she must certify to one of the following actions:

- o The employee has satisfactorily completed the probationary period;
- o The employee's performance has been less than fully successful; or
- o The employee is being removed for cause (i.e., neglect of duty or malfeasance in office).

The document used to certify completion of the probationary period is provided by the Office of Personnel and Training.

The Secretary makes the final decision on actions to be taken as a result of less than fully successful performance or removal for cause.

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Removal of Probationary Employee 7.2

If it is determined that the employee's performance is unacceptable, he/she is informed in writing before the effective date of the removal action. There is no required notice period. The written notice will state the following:

- o Reason for removal from SES;
- o Effective date of the action; and
- o Position to which the employee will be reassigned, if the employee has placement rights.

Guaranteed
Placement
7.3

A probationary employee who held a career or career-conditional appointment in the civil service prior to entering SES, and is removed solely for unacceptable performance, is entitled to placement in a continuing civil service position (other than an SES position).

The placement offer must be to a position at GS-15 or above in the General Schedule, or an equivalent position, and the appointment tenure must be equivalent to the appointment tenure held prior to entering SES.

The organization taking the removal action will place the employee in an appropriate position in that organization or arrange placement in another organization.

The placement of the employee may not cause the separation or reduction in grade of another employee.

Pay Entitlement
and Exception
for Removal
7.4

The basic pay entitlement and the exception for removal for unacceptable performance is the same for probationary employees as for other career employees (see Chapter 9, sections 9.3 and 9.6).

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Appeals and
Grievances
7.5

Removal from the SES during the probationary period is not considered an adverse action and is not covered by grievance procedures. However, if an employee feels that he/she has been discriminated against based on race, sex, color, marital status, national origin, age, handicap, political, religious, or union affiliation, a discrimination complaint may be filed.

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