

Effective 1/1/87

PROBATIONARY PERIODS

Original Appointments - Minimum 26 Weeks, Maximum 52 Weeks

Promotion or Transfer - Minimum 12 Weeks, Maximum 52 Weeks

Court Officer Trainee - Minimum 104 Weeks

22 NYCRR 25.22 provides that all open-competitive permanent appointments, and all original appointments in the non-competitive, exempt and labor classes, be for a probationary period of not less than 26 weeks, and no more than 52 weeks. Previously, probationary periods were designated as 8 to 26 weeks. The probationary period for a promotion or a transfer is now from not less than 12, to no more than 52 weeks, rather than the former 12 week period.

Probationary terms will automatically continue to the maximum time unless, at the discretion of the appointing authority, written notice is provided to the probationer at any time after the minimum period is served, declaring the probation period satisfactorily completed. Formerly, the probationary period was deemed satisfied at the expiration of the minimum term unless written notice was provided to the contrary. A probationary employee may be terminated at any time after 8 weeks of service regardless of the minimum period of the probationary term.

If you have any questions pertaining to your probationary period, please discuss them with your supervisor.

Please sign below to acknowledge receipt of this notice and return the original to your supervisor for forwarding to the District Office for inclusion in your permanent personnel file.

Signature of Employee

Date

Signature of Supervisor or Designee