

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.48:	Initial Working Test Period
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To identify the requirement for an initial working test period for all employees newly hired into state service at Whiting Forensic Hospital (WFH).

SCOPE: All WFH Staff

POLICY:

Connecticut State Statute No. 5-230 and Collective Bargaining Unit Agreements stipulate that all new hires into the classified service shall serve an initial working test period of six months.

PROCEDURE:

New employees are notified in writing, in their initial letters of commitment, of the expiration date of their initial working test period.

Performance appraisals are completed by his/her immediate supervisor at the mid-point and one month prior to the completion of the working test period.

Extension of the initial working test period may be requested for just cause, up to a maximum of six additional months, at least one month prior to the expiration date of the initial working test period.

1. The employee's immediate supervisor makes a request in writing to the Department Director for an extension of the initial working test period. The request includes documentation of deficiencies, and any counseling, additional training and corrective actions that may have occurred.
2. If the Department Director approves this request, a written request is sent to the Facility Human Resources Director.
3. The Facility Human Resources Director reviews the request, and if in agreement, submits the request for an extension to the DMHAS Labor Relations Division.
4. If an extension of the working test period is granted, the employee is notified, in writing, of the length of the extension of the working test period, the reason for the extension and the new expiration date. The employee is also notified if additional training is required to successfully complete the working test period.
5. The Appointing Authority may dismiss an employee during his/her initial working test period in accordance with the appropriate collective bargaining agreement, Connecticut General Statutes, and Commissioner's Policy Statement No. 39.