

SECTION .0200 - EMPLOYEE SUGGESTION SYSTEM

25 NCAC 01D .0201 INITIAL EMPLOYMENT

- (a) A new hire is the initial employment of an individual to a position in State government. A new hire shall possess the minimum-qualifications for the position, or their equivalent, as set forth in the class specification. A new hire shall begin work on any scheduled workday in a pay period. When the first day of a pay period does not fall on a workday and the new hire begins work on the first workday of a pay period, the date to begin work shall be shown as the first day of the pay period.
- (b) An employee entering into state service in a permanent or time-limited position shall be given a probationary appointment in accordance with G.S. 126-1.1. The probationary appointment period shall serve as an extension of the selection process to determine whether the person meets satisfactory performance standards for the work for which employed. The employee shall earn all the benefits of an employee with a permanent appointment during this probationary period.
- (c) The conditions of the probationary appointment shall be conveyed to the applicant prior to appointment. During the probationary period, the supervisor shall work with the employee in coaching and assisting the employee to achieve a satisfactory performance level; progress of the employee shall be reviewed during documented feedback discussions between the employee and the supervisor in accordance with 25 NCAC 01O .0207.
- (d) Following the probationary period, the employee shall be given a permanent appointment when the supervisor, in consultation with other appropriate administrators, determines the employee's performance indicated capability to become a satisfactory performer and merits retention in the position. If the employee's performance indicates that the employee is not suited for the position and does not meet acceptable performance standards, the employee shall be separated from that position. Employees may be separated during a probationary appointment for causes related to performance of duties or unacceptable personal conduct.

*History Note: Authority G.S. 126-1.1; 126-4; 126-34.01; 126-34.02;
Eff. February 1, 1976;
Amended Eff. August 1, 1995; December 1, 1988; January 1, 1979; December 1, 1978;
Temporary Amendment Eff. May 23, 2014;
Amended Eff. April 1, 2015;
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