

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4537-22

CATEGORY: Human Resources

CONTENT: Probational Status Policy

APPLICABILITY: This policy will be applicable to all classified employees of the LSU Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

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Note: Approval signatures/titles are on the last page

PROBATIONAL STATUS POLICY

I. POLICY STATEMENT

It is the policy of the LSU Health Care Services Division (HCSD) for all classified employees appointed on a Probational Appointment to serve a 12-month probationary period prior to being granted permanent status. Extensions up to an additional 12 months of probational status may be requested in accordance with established policy.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Chief Operations Officer or Designee.

III. GUIDELINES

Criteria to be considered for an extension of the Probational period beyond the initial 12 month time frame may include, but not be limited to:

- A. Official Performance Evaluation Rating (PES) of “Needs Improvement/Unsuccessful”. The PES must have been processed and given to the employee in a timely manner.
- B. Documented attendance problems.
- C. Periods of LWOP causing inadequate time on the job to recommend permanent status.
- D. Disciplinary actions.
- E. Transfers into HCSD or transfers within HCSD while on Probational status.
- F. Reassignments, position changes, and/or demotions while on Probational status within HCSD.
- G. As directed by HCSD Administration

IV. PROCEDURES

- A. HCSD HR Administration or Lallie Kemp Hospital Administrator may approve all requests for extensions up to 24 months if based on policy criteria and guidelines.
- B. Approval for an extension of the probational period must be prior to the end of the initial 12 months.

- C. Requests received after the initial 12 months has expired shall not be approved and the employee shall be granted permanent status.
- D. HCSD HR Administration Or Lallie Kemp Hospital Administrator may approve an exception to grant permanent status after an employee has served a minimum of six (6) months on a probational appointment based on the following considerations:
 - 1. Employee has worked for the agency an extended period of time as Student, Temporary WAE Appointment, Job Appointment, and/or unclassified appointment.
 - 2. Employee is hired on Probational Appointment following a Student appointment, Temporary WAE Appointment, Job Appointment and/or unclassified appointment with no break in service.
 - 3. Experience and/or knowledge gained from previous employment was carried over into the Probational Appointment job duties.

V. EXCEPTIONS

Any exception to this policy must be approved by the HCSD Chief Operations Officer or Designee.

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