

## Chapter 7 Probationary Evaluation Periods

### 7.02 Timeframes for All Probationary Extension Requests

Supervisors should contact their employing unit Human Resources Representative if they believe a probationary extension may be appropriate. There are limited reasons certain probationary periods may be extended which are explained in the next section.

All extension requests should be made to the Classified Human Resources Office (CHR) with as much lead time as possible. CHR cannot guarantee that requests made with less than two-week notice before the end of an employee's probation will be completed prior to the probation's end date.

Be aware under ER-MRS 13.09 permanent status is attained (probation is passed) immediately upon completion of the last work period to which the employee was assigned to work during his or her probationary period regardless of whether the last work period falls on or before the last day of the probationary period.

The Office of State Employment Relations (OSER) has consistently interpreted this to mean the extension must be approved and written notice given to the employee BEFORE this last work period, or the employee attains permanent status in class (passes probation).