**Section 600.634 Probationary Status**

a) Probationary Period:

1) A probationary period of approximately six (6) months shall be served by a full-time employee who is newly hired from outside the Office. The six (6) month probationary period may be extended up to six (6) additional months by mutual agreement of the parties.

2) A probationary period of approximately four (4) months shall be served by a full-time employee who is promoted. The four (4) month probationary period may be extended up to two (2) additional months by mutual agreement of the parties. A probationary employee transferred during the probationary period shall serve that portion of the probationary period which was not completed at the time of the transfer.

3) The length of a probationary period for a newly-hired permanent part-time employee or a promoted permanent part-time employee shall be determined on a case-by-case basis at the time of hiring or promotion.

4) If an employee is absent from work for more than fifteen (15) calendar days during the probationary period, the probationary period shall be extended by the length of the absence.

5) Probationary employees who have not attained certified status shall have no right to grievance procedures with regard to termination, demotion or any other employment action.

b) Certified Status: A probationary employee shall attain certified status only after successful completion of a probationary period and receipt of notice of certification from the Auditor General or his designee.

(Source: Amended at 33 Ill. Reg. 1704, effective March 10, 2009)