

EXTENSION OF PROBATIONARY PERIOD

GUIDELINES

- Review [Ohio Administrative Code \(OAC\) 123:1-19-02](#) to ensure compliance.
- Review the applicable Bargaining Unit Agreement to ensure contract compliance.
- Consult with agency Human Resources and next level of management before extending a probationary period. Certain collective bargaining agreements have restrictions on extensions of probationary periods. Some contracts may allow for certain extension(s) of the probationary period. Check with the Office of Collective Bargaining before proceeding.
- Extensions of probation are only approved for very limited reasons, usually involving circumstances where there has not been adequate opportunity to evaluate the employee in significant aspects of job performance. For example, an employee underwent a change of supervisor during the probationary period and the new supervisor has not had enough time to evaluate the work.
- Extensions are not intended for situations where a decision cannot be made.
- Performance evaluations should be performed at the employee's mid-probationary and end probationary points pursuant to the agency's Performance Management Policy. "In no event shall the time period covered by the probationary period and any extensions exceed a total of one year in length" (OAC 123:1-19-02(E)).
- An employee must consent "prior to the end of the employee's normal probationary period or the end of the first extension, as applicable" (OAC 123:1-19-02(E)). *Please use the consent form on page 2 below.*
- Submit the signed consent form along with the reason(s) the extension is necessary to DAS via eperformance@das.ohio.gov. *Please model your email after the example on page 3 below.*
- After careful review, a decision will be provided to you as soon as possible.

Employee's Consent to Extend Probationary Period

[Date]

To: [Employee's Name & Title]

Re: Notice of Probationary Period Extension

Pursuant to OAC 123:1-19-02(E), I understand that it is my agency's intention to extend my probationary period by [enter number] of days for the following reason(s):

- [Enter reason(s)]
- [Enter reason(s)]

By signing below, I consent to the above referenced probation extension.

(Print Name)

(Date)

(Sign Name)

cc: Director Blair, Department of Administrative Services

Agency's Email to Director Blair Requesting Extension of Probationary Period

[Date]

To: Director Blair
From: [Name, Agency HR Administrator]
Re: Request to Extend Probationary Period

Director Blair,

This email is to request a probationary period extension for [enter employee name and EMPLID] pursuant to OAC 123:1-19-02(E). The current probationary period/extension for this employee ends on [enter date]. We are requesting approval to extend the probationary period by [enter number] of days for the following reason(s):

- [Enter reason(s)]
- [Enter reason(s)]

Attached is the employee's previously-obtained extension consent form.

Best Regards,

[Agency HR Administrator's Name]
[Agency HR Administrator's Title]
[Agency HR Administrator's Office Phone Number]
[Agency HR Administrator's Email Address]

Director Blair's Email to Agency Granting Extension of Probationary Period

[Date]

[Name, Agency Director]
[Agency]
[Agency Street Address]
[Agency City, State, Zip Code]

Dear Director [Last Name],

This letter is in response to your [request date] request to extend the probationary period of [enter employee name] ([enter employee's State User ID]) by [enter number] days due to [enter specific reason].

Pursuant to OAC 123:1-19-02(E), an initial [enter number] day extension is approved at this time. If, during this extension, you believe an additional extension is required, please submit a request for such an extension.

Please contact the Office of Talent Management, ePerformance at ePerformance@das.ohio.gov if you have any questions.

Sincerely,

Robert Blair
Director, Ohio Department of Administrative Services

cc: [Agency HR Administrator's Name, Title]