

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-8

Effective Date: November 1, 2008

Version: 1.0

POLICY TITLE: WORKING TEST PERIOD

OVERVIEW: Each new Indiana Department of Child Services (DCS) employee or any DCS employee who is promoted to a new position will complete a “working test” period, where their ability to meet the position requirements will be evaluated.

I. DEFINITIONS

- A. Permanent Status: reflects the right or rights granted to an individual who has met the experience and training requirements of the position he or she occupies, passed the required examination (if applicable) and successfully completed his or her working test period.
- B. Working Test: an integral part of the examination process that is utilized for closely observing the employee’s work, for securing the most effective adjustment of a new employee to his position, and for rejecting any employee whose performance during the period does not meet required work standards.

II. REFERENCES

- A. [31 IAC 2-8-1: Purpose](#)
- B. [31 IAC 2-8-2: Requirement for and duration of working test period](#)
- C. [31 IAC 2-8-3: Performance appraisal; report of working test period](#)
- D. [31 IAC 2-8-4: Permanent Status](#)

III. POLICY

- A. New hires and promotions, other than temporary and intermittent employees, must complete a working test period. The length of such working test period shall be:
 - 1. Six (6) months for full-time employees,
 - 2. One (1) year for part-time employees working ½ time or more, or
 - 3. Eighteen (18) months for part-time employees working less than half time.
- B. DCS will ensure that all employees on a “working test” are evaluated at the end of the working test period and a recommendation made to either grant permanent status or extend the working test period.
- C. Employees must be evaluated one (1) month prior to the end of the working test period and a recommendation made to grant permanent status, indicate separation of employment, or request an extension. For full-time employees, the working test can be extended up to an additional six (6) months.
- D. When an employee is promoted to a new position, he or she will complete a promotional working test in their new position. If the employee is unsuccessful at the end of the working test period, the appointing authority may recommend extending the working test, returning the employee to a classification in which he or she previously

held status, or dismissal from employment. Promotional working test evaluation periods are the same as that of new DCS employees.

IV. PROCEDURE

At the beginning of the working test period, the Supervisor will meet with the Employee to review the job descriptions and discuss the expectations associated with the position.

During month five (5) of the employee's working test period, the Supervisor will:

- A. Complete the [Merit Working Test Appraisal \(SF53740\)](#) to evaluate the employee's performance. Be as specific as possible when discussing the rating given for each competency.
- B. Recommend the employee be granted permanent status or request an extension of the working test period by checking the appropriate box on the [Merit Working Test Appraisal \(SF53740\)](#).

Note: If an extension of the working test period is requested, the Supervisor must complete the Developmental Needs portion of the Merit Working Test Appraisal and identify specific areas of deficiency.

- C. Submit the [Merit Working Test Appraisal \(SF53740\)](#) to the "Reviewer" and "Appointing Authority" for approval.
- D. After approval by both the "Reviewer" and "Appointing Authority", schedule a time to meet with the employee.
- E. Discuss the [Merit Working Test Appraisal \(SF53740\)](#) with the employee, giving an explanation of the ratings received in each category.
- F. Sign the [Merit Working Test Appraisal \(SF53740\)](#) and ensure the employee signs it as well.
- G. Make three (3) copies of the [Merit Working Test Appraisal \(SF53740\)](#): one (1) for the employee, one (1) for the supervisor, and one (1) HR/personnel file.
- H. Place the original copy in the employee's HR/personnel file.
- I. If an extension is granted, the Supervisor must complete steps a-h during the month prior to the end of the extended working test period.

V. FORMS AND OTHER DOCUMENTS

[Merit Working Test Appraisal \(SF53740\)](#)

DATE: 10/30/08

James W. Payne, Director

Department of Child Services

A signed copy is on file.