

CHAPTER:	1	Administration and Management	1.3.9
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 1 / 96
SUBJECT:	9	Staff Probationary Period	
APPROVED:			REVISION DATE: 10 / 29 / 12
Dale Glass COMMISSIONER OF CORRECTIONS			DATE:
Reviewed: 6/99; 6/2000; 7/2008; 10/12 Rescind: 1.3.9 dated 1/13/10			

I. POLICY

The Division adheres to City of St. Louis Service Rating Manual for all Employees in Classified Service.

II. PURPOSE

To identify and point staff to appropriate regulation governing employees probationary period.

III. APPLICABILITY

All Division of Corrections staff members are responsible for adhering to this policy and procedures.

IV. STANDARDS

ACA Adult Local Detention Facilities, 4th Edition

7C-03

New staff acknowledges in writing that they have reviewed facility work rules, ethics, regulation, conditions of employment, and related documents. A copy of the signed acknowledgement is placed in each staff member's personnel file.

7E-01

There is a personnel policy manual that is available to each employee and is explained at employee orientation. The manual is reviewed annually and revised, as needed. This manual includes, at a minimum:

- An affirmative action program
- An equal employment opportunity program

- A policy for selection, retention, and promotion of all personnel on the basis of merit and specified qualifications.
- A Code of ethics
- **Rules for probationary employment**
- A compensation and benefit plan
- Provisions of the Americans with Disability Act (ADA)
- Sexual harassment/sexual misconduct policy
- Grievance and appeal procedures
- Infection control plan
- Employee disciplinary procedures

V. DEFINITIONS

None

VI. CANCELLATION

This procedure and work rule cancels all previous Division policies, statements, memorandums, directives, orders, notices, rules and regulations which are inconsistent with this procedure and work rule.

VII. GENERAL INFORMATION

None

VIII. PROCEDURES

Cite or use Dept. of Personnel Service Rating Manual in place of this Div. policy.

IX. FORMS

The following forms are referenced and/or attached with this procedure and work rule:

None

X. SEVERABILITY CLAUSE

If any part of this procedure and work rule is, for any reason, held to be in excess of the authority of the appointing authority, such decisions will not affect any other part of this policy.

XI. TRAINING

The Dept. of **Personnel Service Rating Manual for all Employees in classified Service** will be included in the First-Year Training and subsequent In-Service Trainings for staff.