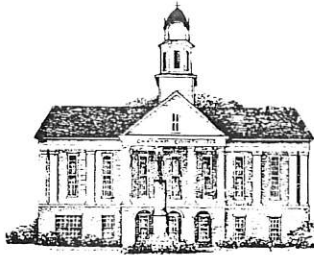


## COUNTY OF CHATHAM

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 BETTY WILSON, Vice Chair  
 HENRY DUNLAP  
 JOHN GRIMES  
 MARGARET BRYANT POLLARD



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PITTSBORO, N. C. 27312

ORGANIZED 1770

707 SQUARE MILES

**Resolution Revising Article IV, Section 10 of the County Personnel Policy  
 "Probationary Period of Employment"**

WHEREAS, the Chatham County personnel policy establishes the general guidelines for employees conduct; and

WHEREAS, from time to time it is necessary to amend the personnel policy to clarify or better meet the needs of the employee and the County; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Chatham County that the following language substitute the current Article IV, Section 10 in its entirety:

Section 10. Probationary Period of Employment


"An employee appointed or promoted to a permanent position shall serve a probationary period of six months. The employee shall be advised of the length of this probationary period. An employee serving a probationary period following initial appointment may be dismissed at any time during the probationary period if found to be performing assigned duties unsatisfactorily. A permanent employee serving a probationary period following a promotion shall be demoted as provided in Section 12 of this article if unable to perform assigned duties of the new job satisfactorily. Before completion of the probationary period, all department heads (except the Sheriff and Register of Deeds) shall indicate in writing to the County Manager:

- (a) that the employee's supervisor has discussed the new employee's progress (accomplishments, strengths, and weaknesses) with the new employee;
- (b) whether the new employee is performing satisfactory work;
- (c) whether the initial probationary period of six months should be extended to include a period not to exceed three months from the initial appointment. Such extensions may be granted no more than two times for a total probationary period of no more than 12 months.
- (d) whether the employee should be retained in the present position or should be released, transferred or demoted."

Adopted this, the 17th day of July, 1995.

  
 Uva R. Holland, Chairman  
 Chatham County Board of Commissioners

ATTEST:

  
 Sandra B. Lee, Clerk to the Board  
 Chatham County