

# YOUR ROAD THROUGH PROBATION



ASSOCIATION OF  
CALIFORNIA  
STATE SUPERVISORS

Let ACSS guide you through the the probationary period in your new job

**Congratulations!** You've been promoted to a supervisory or managerial position and are now on probation, typically for a year. While most probationers achieve permanent status in their jobs, not all do. Sometimes, even for good employees, plans while on probation can go awry.

If you are not a member of ACSS, now is the time to join. ACSS represents the employment interests of supervisors and managers like you who are no longer in a bargaining unit. Our labor relations professionals and attorneys are available to counsel and represent members who have job-related issues. But ACSS only represents members, so don't wait until you have a problem to join because it may be too late.

## SEEK EXPECTATIONS AND FEEDBACK ON YOUR PROGRESS

The probationary period is the final phase of the selection process and is the opportunity to prove you are able to perform the full scope of the duties and are a good fit for your new position. A probationer's rights are limited, so it is important to continue to put your best foot forward to meet the expectations of the position. As probation is an extension of the hiring process, don't do or say anything you wouldn't do or say during a hiring interview.

It is important to understand what your supervisor or manager expects from you. You should receive an accurate, up-to-date job description. Your supervisor or manager may also provide an expectations memo and other applicable office or departmental policies. You should also receive a training plan that includes the 80 hours of required training for new supervisors (to be completed within 6 months of appointment) or the 40 hours required for newly appointed managers (to be completed within 12 months of appointment). If you do not receive either a duty statement or training plan, you should request one.



**PROBATION  
AHEAD!**



While you will likely receive the mandated performance reports every four months or two months (depending on the length of your probation), you should also seek feedback from your supervisor about strengths and any



weaknesses on an ongoing basis. This can help you understand what is expected of you and how your supervisor perceives your work. In other words, check in with your supervisor to make sure you are doing what is asked of you before it is too late.

### **WHAT CAN ACSS DO TO HELP?**

No one wants to see a probationary report calling for improvement, but it happens. A performance report provides an assessment of your strengths and weakness on the job. If done correctly, it should also provide a road map of measures you should take and goals you should reach to be successful. Your ACSS representative can help you assess the probationary performance report and provide feedback on whether a "rebuttal" is advisable, as well as help you develop a plan to address and overcome any perceived deficiencies. Working with an experienced representative at the first sign of

trouble can help you create and execute a plan to succeed.

### **WHAT HAPPENS IF I AM REJECTED?**

If you are rejected during probation and held a prior state position, you may have return rights. Return and appeal rights are time sensitive. Your ACSS representative can guide you through that process and may be able to assist with items like "cleaning up" your official personnel file.

If you feel the rejection was in "bad faith" or discriminatory, you are entitled to appeal to the State Personnel Board. Your ACSS representative is crucial for counseling and representation.

Sign up now! Have peace of mind that ACSS will protect your interests while on probation and beyond as you continue your state career.

## **CAREER REPRESENTATION**

## **POLITICAL ACTION**

## **MEMBER BENEFITS**

ACSS is the state's largest and most experienced organization representing excluded employees. Since 1990 we have successfully fought for better salaries, benefits, rights and recognition for the dedicated men and women who have accepted the challenge of entering or promoting into leadership roles in state government.

*If you have questions or want to know more about our organization, please contact us.*

3000 Advantage Way, Suite 210 | Sacramento, CA 95834  
(800) 624-2137 | [acss@ACSS.org](mailto:acss@ACSS.org) | [www.ACSS.org](http://www.ACSS.org)