



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

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APPROVED BY:  Director	SUPERSEDES 606.2 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy guidance for the preparation of Los Angeles County - Department of Mental Health (LAC-DMH) probationary report requirements.

DEFINITION

- 2.1 **Probationary Report:** an employment evaluation document for employee whose employment is contingent upon successfully completing a probationary period.

POLICY

- 3.1 A probationary report of all LAC-DMH employees promoted to higher positions, or reinstated to the Department, shall be completed no later than the end of the six-month probationary period.
- 3.2 A probationary report of all LAC-DMH newly hired employees shall be completed no later than the end of the six-month probationary period.

PROCEDURE

- 4.1 Supervisors are expected to review and assess progress of probationers during the entire course of the probationary period. All probationary employees shall be informed of their performance, particularly of those areas of performance in which improvement is needed. Probationary employees must be kept informed through both formal and informal means of communication, including one or more interim reports of performance.
- 4.2 Supervisors should file one or more formal interim probationer's report forms during the probationary period, especially if the probationer is not performing competently. An annual performance evaluation form marked "Interim Probationer's Report" is to be used as the interim report. There are only two



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possible ratings for the Interim Probationer's Report, "Competent" or "Improvement Needed."

- 4.3 There are only two possible ratings for the final probationary rating: "Competent" or "Unsatisfactory." DMH Human Resources Bureau must be contacted at least sixty (60) days prior to the end of the Probationary Period in order to give an "Unsatisfactory" rating.

AUTHORITY

Los Angeles County Civil Service Rules

RESPONSIBLE PARTY

LAC-DMH Human Resources Bureau