

80 ILLINOIS ADMINISTRATIVE CODE    CH. VI. SEC. 250.90  
SUBTITLE A

**Section 250.90 Probationary Period**

a) Purpose of Probationary Period. The probationary period is an integral part of the examination process, and shall be utilized by the employer for close observation and evaluation of the employee's work, for obtaining the most effective adjustment of a new employee to his position, and to determine whether an employee demonstrates the ability and qualifications necessary to furnish satisfactory service. Periodically, throughout the probationary period, the employer should discuss with the employee his progress on the job. An employee who is dismissed during a probationary period shall be given the reason(s) for his dismissal with the understanding that the reason(s) is not reviewable.

b) Duration of Probationary Period.

- 1) Candidates employed from the reemployment register shall not be required to serve a new probationary period.
- 2) An employee who has accepted a status appointment shall be on probation for no less than six months, and no longer than twelve months. If the probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time shall be added to the probationary period. The probationary period shall begin on the date of assignment to duty and shall expire at the close of business on the last working day which completes the probationary period for the class, regardless of percentage of time of employment during the probationary period. If such employee is not dismissed during the probationary period, such employee shall become a status employee at its conclusion.
- 3) An employee reinstated to a register in accordance with Section 250.60(k)(4), who is subsequently appointed to a position of his former class shall complete his probationary period in the former class, if he has not already done so.
- 4) An employee who goes on layoff status during the probationary period, may upon written request of the employer, be reinstated by the Director on either the original entry or promotional register, as appropriate, and in accordance with total service earned as of date of layoff, and subject to eligibility so established, may be appointed thereafter to the same or similar position. Such employee, so reinstated to the same or similar position, shall complete the probationary period for the class in which eligibility has been established, although such service may be interrupted by one or more layoffs.
- 5) Service in a higher class shall count toward completion of probationary period in a lower class in the same promotional line. Service in a lower class shall not be counted toward completion of probationary period in a higher class of the same promotional line.
- 6) A provisional employee shall begin a probationary period on the date of entrance into a status appointment for which the employee is eligible.