



STATE OF CONNECTICUT
Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures



SUBJECT:	Initial Working Test Period
P & P NUMBER:	Chapter 2 – Human Resources/Employee Services
APPROVED:	<u>Miriam Delphin-Rittmon</u> 10/3/18 Miriam Delphin-Rittmon, Ph.D., Commissioner Date
EFFECTIVE DATE:	May 6, 1993
REVISED:	July 1, 1996; August 1, 1996; September 2018 (This replaces Commissioner’s Policy #39 Initial Working Test Period, effective date 8/1/1996)
REFERENCES:	
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE: New employees to DMHAS must demonstrate dependability in reporting to work during the working test period.

POLICY: During the working test period, new employees will be determined suitable for permanent status based in part on adherence to definite standards.

PROCEDURE:

It is the policy of the Department of Mental Health and Addiction Services that any employee who is absent on four (4) or more occasions totaling four (4) or more days during the initial working test period will normally be dropped during the working test period. Variance from this policy may be granted for exceptional reasons such as hospitalization or other extenuating circumstances and must be approved by the Agency Human Resources Administrator or designee.