

Notice of Six Month Trial Period Required For Inter-Agency Promotion

Date: _____

To: _____
Employee

From: _____
Appointing Authority

Facility/District/Unit

RE: REQUIREMENT FOR A SIX MONTH TRIAL PERIOD

Your promotion to the position of _____, Pay Band _____ is effective _____. In accordance with applicable Merit Rule and OP-110235, you will be required to successfully complete a six-month trial period prior to becoming permanent in your new position. During the trial period you may be returned to your former position or another position in accordance with applicable Merit Rules. Unless notified otherwise, the trial period will terminate at the end of your regular scheduled work day/shift, six months from the effective date listed above.

Signature of Appointing Authority

Date

Signature of Employee

Date

Distribution: Employee
Personnel File
Forward to the central Human Resources Unit with HCM-14