

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.08	Pages: 1 of 1
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Termination At End Of Working Test Period		

I. POLICY:

Employees shall be given every opportunity to satisfactorily perform the duties and responsibilities of their title while serving their working test period. However, in order to provide the most efficient and effective services to residents of Cumberland County, those employees who do not satisfactorily perform the duties and responsibilities shall be separated from that title or employment.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. An employee terminated from service or returned to his/her former permanent title at the conclusion of a working test period due to unsatisfactory performance shall be given written notice in person or by certified mail by the department head.
- B. The notice shall inform the employee of the right to request a hearing before the Merit System Board within 20 days of the receipt of the notice.
- C. The notice shall be served not more than five working days prior to or five working days following the last day of the working test period.