

Waiver of Trial Period Checklist

Employee EOD Facility

Dates of any leave without pay: _____

Date employee rated: _____

I. Complete this section for correctional security officers I (ensure all items are checked):

_____ Successful completion of a trial period totaling six months plus any adjustments

_____ Completion of all training requirements

_____ Officer received a rating of at least "meets standards" 30 days prior to the effective date of the promotion to Correctional Security Officer II

II. Complete this section for all employees except correctional security officers I (ensure all items are checked):

_____ Successful completion of a trial period of at least six months plus any adjustments

_____ Employee has been approved by both the sending and receiving facilities for transfer or has been selected for promotion

_____ Employee received a rating of at least "meets standards" 30 days prior to the effective date of the transfer or promotion

Appointing Authority Signature Date