

**From:** Monteiro, John, A.

**Sent:** Wednesday, March 16, 2011 1:47 PM

**To:** BOJANEK, STEPHEN, M.; CARDINAL, FRANK, J.; Carter, Joseph, X.; FADDEN, COLEEN, P.; Felton, Marie, E.; Graham, Judith, M.; Kimma, Jeffery, C.; McGuire, Barbara, J.; Ortega, Maria, X.; Pannell, AnnMarie; Sahagun, Yolanda, F.; Scharoun, Kay, M.; Tannis, Shermarke, S.; White, John, L.

**Cc:** Bishop, Katherine, A.; Brown, W. Ted; Burke, Courtney E.; Butkus, Stan J.; Dehond, Stephen, A.; Delaney, Kerry A.; DeSanto, Helene I.; Durfee, Tracy, A.; Feeney, Michael, P.; Finn, Chester, A.; Gentile, Jill, E.; Gleason, John; Huber, Gerald; Kirchmer, Michael, P.; Kiyonaga, James, R.; Letson, Carl, R.; Limiti, Donna; Maurer, Kirk M; McBain, Sheila; MeyersRuff, Ceylane K.; Mizerak, John, A.; Monck, Richard, C.; Vasko, Robert, J.; Whitehead, James, J.; Zampella, Janet, X.; Valla, Robert, J.; Heydary, Gloria M; Galarneau, Karen A

**Subject:** Probationary Periods - PLEASE READ

**Importance:** High

Good afternoon.

As you are aware, the probationary period is the final and perhaps most critical step in our employee hiring/selection process. It is intended to give agencies a tool to evaluate an employee on their knowledge, skills, and ability (as demonstrated by the employee's conduct and performance) that are not evaluated by other parts of the employee selection process (examinations, interviewing, etc.).

I want to remind you that it is critical that we consistently take advantage of the full probationary period to ensure that we can effectively observe employee performance and determine their suitability for continued employment and permanent appointment. Therefore, **all employees who are required to serve a probationary period as outline in Section 63.1 of the Civil Service Law, must serve the full probation period** to allow our agency to evaluate the employee's ability to perform the duties of the position in a manner that is consistent with our values and established performance requirements. Employees appointed to trainee positions (Developmental Aide Trainee, Developmental Assistant Trainee, Developmental Disabilities Secure Care Treatment Aide Trainee, etc.) **must serve the full one year period of the traineeship**, regardless of prior work experience or education.

Please note that the content of this e-mail does impact the responsibilities of the Direct Care Traineeship Councils in place at each one of your DDSOs.

Thank you in advance for your continued cooperation.

Please feel free to contact Rob Valla should you have any questions.

*John A. Monteiro*  
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