



**HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE
BULLETIN**



NUMBER 23-0412

12 April 2023

TRIAL/PROBATIONARY PERIOD

1. DEFINITION AND PURPOSE: The trial/probationary period is the initial one year intended to ensure an appointee is capable of performing the duties of the job and to determine whether they possess the qualities needed for continued government employment. The trial period provides management a reasonable period of time to observe a new appointee's overall performance. The guidance set forth in this bulletin will be used to determine trial/probationary periods for Hawaii National Guard T32 Dual Status Technicians and T5 Employees.

a. **EXCEPTED APPOINTMENT** (T32 Dual Status Technician/T5 Employee) - When a person is appointed under an excepted appointment (dual status) as a tenure 2 employee, he or she will serve a trial period IAW 32 USC 709. The trial period required for these appointees are 1 year and may not be extended.

b. **COMPETITIVE APPOINTMENT** (NON DUAL STATUS-Civilian) – When a person is appointed under a competitive appointment (non dual status) as a tenure 2 employee, he or she will serve a probationary period in accordance with 5 CFR Ch.1, Subpart H. The probation period required for non dual status employees is 1 year and may not be extended.

2. CALCULATING THE TRIAL/PROBATIONARY PERIOD: The following guidelines will be used in determining an individuals' trial/probationary period start date when converting from Temporary Not To Exceed or Temporary Indefinite status to Permanent status:

a. If the employee converts in the same line of work, and under the same supervisor, the time spent in the nonpermanent status will be credited toward the completion of the trial/probationary period.

Example1: A temporary indefinite Aircraft Mechanic, WG-8852-08 converts to a permanent Aircraft mechanic, WG-8852-08 under the same supervisor. The time spent in the WG-08 as a temporary will be creditable toward the trial/probationary period because it is the same line of work and under the same supervisor.

Example 2: A temporary NTE Aircraft Mechanic, WG-8852-08 converts to a permanent position as Aircraft Mechanic WG-8852-10, under the same supervisor. Although the Individual was promoted to the WG-10 position upon conversion,

temporary time is still creditable for trial/probationary period because it is within the same line of work, under the same supervisor.

b. If the employee converts to permanent status in either a different line of work or under a different supervisor, the nonpermanent time is not creditable toward the completion of the trial/probationary period.

Example 1: A temporary indefinite clerk typist, GS-04 converts to a permanent mechanic, WG-08, under the same supervisor. The time spent in the GS-4 as an indefinite position is not creditable toward the trial period because it is in a different line of work.

Example 2: A temporary NTE Heavy Mobile Equipment Mechanic, WG-07 converts to a permanent Heavy Mobile Equipment Mechanic, WG-07, under a different supervisor. The time spent as a temporary is not creditable toward the trial period because it was under a different supervisor.

c. If a trial/probationary employee is reassigned, changed to lower grade, or promoted into a different line of work or under a different supervisor, the trial/probationary period currently being served will start over.

d. If a trial/probationary employee's supervisor is moved to another position, or leaves the agency, the trial/probationary period will continue with no interruption.

3. PERFORMANCE EVALUATION: During the trial/probationary period it is imperative that supervisors evaluate the new employee to determine if they are a solid candidate for continued federal employment. In order to do this, you must ensure they have valid performance standards and the tools and understanding of what it takes to be successful. It should never be a surprise to a trial/probationary employee if they are told they will not be retained beyond the first year. Feedback/Evaluation will be given during the trial/probationary period as follows:

a. At the end of the sixth month the employee will be given a formal feedback session regarding their performance.

b. Before the end of their tenth month, the employee's performance will be evaluated against their performance standards to determine whether or not they should be retained beyond the trial/probationary period.

4. TERMINATION DURING TRIAL/PROBATIONARY PERIOD: Employees may be terminated at any time during their trial/probationary period. A written notice is required and will be completed by the Human Resource Office, in coordination with the supervisor. Trial/probationary employees have no appeal rights in accordance with 32 USC 709.

5. MILITARY SERVICE DURING TRIAL/PROBATIONARY PERIOD: Service performed in the uniformed services during the trial/probationary period, which causes an absence from technician status, shall be creditable toward

completion of the trial/probationary period. An employee's trial/probation period may not be extended due to absences for military service.

6. Questions regarding this bulletin can be directed to the HRO Human Resources Development Specialist at (808) 672-1321.