

I, _____, having been selected for

_____ at _____ understand the
(Position, Title, and Grade) Location)

following:

1. In accordance with the Civil Service Reform Act of 1978, satisfactory completion of

a

One year supervisory/managerial probationary period is required before my appointment
(circle one)

to the position is made final.

2. My probationary period commences on _____ and ends on
(Date)

(Date)

3. Failure to satisfactorily complete the required probationary period will result in my removal from the position and return to a position of no lower grade and pay than that of the one I left to accept the above position.

4. In the event that I fail to satisfactorily complete the probationary period, the position to which I am returned will, if possible, be within local commuting distance of the above

Supervisory/managerial position.
(circle one)

(Employee's Signature)

(Date)

Personnel Representative/Title)

(Date)