

IDAHO DEPARTMENT OF CORRECTION
Voluntary Probation Agreement

The Idaho Department of Correction desires to employ _____
as a _____, in pay grade _____, under the terms and conditions set
forth below.

_____ is currently a classified state employee employed as a
_____ at _____ and is seeking a
transfer or is a former classified state employee seeking reinstatement. If seeking a transfer, this
agreement was made prior to the employee's resignation from his current job. The approximate start
date of employment is _____.

Pursuant to Division of Human Resources rules, the employee voluntarily agrees to submit to a
probationary period of _____ hours of credited state service (not to exceed one thousand
forty [1040] hours, except peace officer classifications are limited to a maximum of two thousand
eighty [2080] hours of credited state service). Such agreement to a voluntary probation period is
made in exchange for transfer or reinstatement. See IDAPA 15.0401.0001.125.04,
15.0401.0001.126.03, 15.0401.0001.150.c, and 15.0401.0001.152.

During the voluntary probation period, the employee will be treated as an entrance probationary
employee and can be terminated from state employment pursuant to IDAPA 15.0401.0001.152.
However, in the case of a reduction in force, this employee shall be treated like a permanent
appointee and subject to the reduction in force rules as set out in IDAPA 15.0401.0001.140.

Upon satisfactory completion of the probationary period and pursuant to IDAPA 15.0401.0001.151,
the Appointing Authority shall provide a performance evaluation indicating satisfactory completion of
probation and shall re-certify the employee to permanent status. If notice of final status is not
provided within thirty days of the passage of the voluntary probation period, the employee shall be re-
certified to permanent status.

The voluntary probationary period can only be extended with written concurrence of the employee,
the Appointing Authority and the administrator of the Division of Human Resources. Voluntary
probation extensions are limited to a maximum of one thousand forty (1040) hours of credited state
service (except peace officer classifications are limited to a maximum of two thousand eighty (2080)
hours of credited state service).

The Rules of the Division of Human Resources and the Appointing Authority regarding personnel
matters shall remain in full force and effect as to any and all terms and conditions not set forth herein.

The department and employee agree this memorandum constitutes the full and complete terms and
conditions of employment and this memorandum is entered into voluntarily and with full
understanding the employee's permanent status is waived.

DATED this ____ day of _____, _____.

Employee's Signature

Appointing Authority's Signature

Approved by: _____
IDOC Human Resource Director/HRS Unit Supervisor's Signature

Date