

**ARKANSAS FORESTRY COMMISSION
PERFORMANCE PROBATION**

Employee: _____

Date placed on performance probation: _____

1. The employee's overall performance is below mid-level or unsatisfactory. As a requirement of AFC Policy § 45, Probationary Status, probationary procedures are implemented for a period not to exceed ninety calendar days or date specified
_____ date
2. Attach documentation of required results during performance probationary period.
3. The employee will be counseled during the probationary period about progress or lack of progress. If employee meets mid-level or satisfactory standards of performance, employee will be removed from probation. Submit Form A45.100 with supporting documentation to AFC Personnel Office.
4. If anytime during the probation period an employee does not meet satisfactory performance standards, employment may terminate. See AFC Policy 90. Submit Form A45.100, A90.100, and A90.200 with supporting documentation to AFC Personnel Office.
5. Extension of probation may not exceed one additional period as set out in paragraph #1.

Employee signature/date

Supervisor signature/date

(absence of employee signature indicates agreement with above)

Original: AFC Personnel Manager

Copy: Employee
Supervisor