




METROPOLITAN HUMAN SERVICES DISTRICT

400 Poydras Street, Suite 1800 • New Orleans, Louisiana 70130 • Tel: (504) 568-3130 • Fax: (504) 568-3134

April 21, 2008

MEMORANDUM

TO: Deputy Director
Behavioral Health Center Managers

FROM: Judge Calvin Johnson
Executive Director 

RE: Probationary Period

Effective immediately, all new hires, including transfers from another state agency, shall serve a probationary period of no less than twenty-four (24) months. The twelve (12) month probationary period will be honored for employees who were hired, or accepted a job offer, prior to April 21, 2008. However, the probationary period may be extended up to twenty (24) months if the employee has not met the required standard of work.

This policy applies to all classified employees. Any exceptions to this policy must be approved by the Executive Director. If you have any questions, please contact Ethel Stagg at 504-568-3130, Ext 109.

/ems

cc: Human Resources Department