

# MS 613 Probationary Period for Foreign Service Employees

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**Responsible Office:** Office of Human Resources (HR)

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## 1.0 Purpose

An employee covered by this Manual Section is subject to a probationary period at the beginning of an initial Foreign Service appointment in Peace Corps. An employee may be terminated at any time during the probationary period. Bargaining unit employees are covered by Article 18 of the Negotiated Agreement between the Peace Corps and the Peace Corps Employees Union.

## 2.0 Authority

Sections 7(a) and (b) of the Peace Corps Act, as amended.

## 3.0 Scope

All Foreign Service employees appointed for a period of more than one year, except:

- (a) Peace Corps Country Directors;
- (b) employees whose appointments are made with the advice and consent of the U.S. Senate;
- (c) experts and consultants; and

- (d) employees in confidential, policy making, policy determining, or policy advocating positions designated as serving at the pleasure of the Peace Corps Director in the SF-50, Notification of Personnel Action.

This Manual Section does not apply to personal services contractors.

## **4.0 Policy**

### **4.1 Duration of Probationary Period**

- (a) The probationary period for Foreign Service employees equals 20 percent of the employee's initial tour length for U.S. direct hires assigned in the United States. For example, an employee appointed for a period of five years will serve a probationary period of one year. Employees appointed for a period of less than five years will serve a probationary period equal to 20 percent of the duration of the initial appointment.
- (b) U.S. direct hires assigned overseas will have a probationary period equaling 20 percent of the employee's initial tour length, except for U.S. direct hires assigned overseas who are employees of the Office of Global Operations, who will have with a probationary period equaling 30 percent of the employee's initial tour length. The length of the applicable probationary period will be specified in the vacancy announcement for the position
- (c) Periods of absence while in a pay status (such as annual or sick leave) count toward completion of the probationary period. Absence in non-pay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Non-pay time in excess of 22 workdays extends the probationary period by the number of non-pay days beyond 22. Absence due to compensable injury or military duty, however, is fully creditable upon return to a pay status.
- (d) The probationary period for part-time employees is computed on the basis of calendar time, in the same manner as for full-time employees.
- (e) An employee who moves from one position to a different position within Peace Corps while serving a probationary period continues the probationary period in the new position. Time served under an appointment of less than one year counts toward the probationary period when an employee converts to an appointment of more than one year without a break in service.

### **4.2 Notification of Probationary Period Status**

The Chief Human Capital Officer in the Office of Human Resources shall ensure that each individual offered a Foreign Service appointment of more than one year is informed in writing that he or she will be subject to a probationary period and the duration of that probationary period.

#### **4.4 Termination during Probationary Period**

If the immediate supervisor determines at any time during the probationary period that the employee should be terminated, the supervisor must initiate the termination process with HR. For bargaining unit employees, the procedures of Article 18 of the Negotiated Agreement between the Peace Corps and the Peace Corps Union are applicable.

#### **5.0 Effective Date**

This Manual Section shall take effect on the date of issuance.