



## **Arkansas Department of Military**

Cabinet Secretary - Major General Jonathan M. Stubbs,  
The Adjutant General

**Policy Title:** Initial, Transferred, Promoted, or Demoted Employee Probation Period Policy

**Policy Number:** 17

**Authority:** Ark. Code Ann. § 12-61-106.

**Effective Date:** July 1, 2023

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### **I. PURPOSE:**

The following shall establish and set forth the Arkansas Department of the Military's (DOTM) probationary periods for new hires and current employees that are transferred, promoted, or demoted into a new position.

### **II. POLICY:**

All new employees shall be placed on an initial six (6) month probationary period. An employee who has transferred, promoted, or demoted into a new position shall be placed on a three (3) month probationary period.

The probationary periods above may be extended an additional three (3) months at the discretion of the immediate or higher-level supervisor. If the probationary period is extended the justification for the extension shall be documented.

For information on disciplinary probation, see the DOTM disciplinary policy.

The state of Arkansas recognizes the doctrine of "employment at will" and termination of employment may occur at any time during the employment period, with or without cause. Successful completion of a probationary period is not intended to establish a contract of employment, express or implied, between any employee and the DOTM.

Current DOTM employees shall be ineligible for hire into another position within the DOTM during an active probationary period. The DOTM Chief of Staff may grant eligibility for a current DOTM to be hired into another position during a probation period for good cause shown, such as the need for an immediate hire, job and/or employee retention, or cost savings to the agency. Any request under this section shall be in writing and justify the request.