

EMPLOYMENT CONDITIONS – EMPLOYEES ON PROBATION HR D3

INTENT

To outline for both employees and hiring supervisors the terms and conditions of the probationary period

POLICY

In order to give new employees the best opportunity of meeting the job requirements they shall be hired for a probationary period of six months. Where applicable to this policy the Collective Agreement also applies.

PROCEDURE

1. During the probationary period the supervisor will meet regularly with the new employee to provide feedback, coaching, mentoring and to set clear expectations. A first review shall be completed after 90 days and highlight areas that need to be addressed as we move forward with the probationary period.
2. A second written performance evaluation shall be carried out after 120 days, prior to the expiry of a staff's six-month probationary period.
3. Probation may be extended for up to six additional months following a review with the supervisor and a letter outlining goals to be met during that time.
4. Employees on their probationary period may be dismissed or suspended at any time during the first three months if their performance is deemed unsatisfactory. After the first three months the employee must be given one week's working notice in writing, or one week's wages in lieu of notice, unless being dismissed for just cause in which case neither compensation nor notice is required.
5. When an employee feels she/he has been grieved by a decision of the supervisor during the probationary period, she/he may use the Conflict Resolution and Complaints procedure (HR C5) outlined in the Human Resources policies, or the Collective Agreement where it applies.
6. A successful evaluation will serve as notice that the probationary period has been completed and a letter to that effect will be sent to the employee, with a copy for the personnel file.

Reference Refer also to HR B3 Evaluation and Goal-Setting

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually