



POLICY: Probationary Period		POLICY NUMBER: PS-1-3
		PREVIOUS/REPLACES: Probationary Period
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: November 20, 2015	PRIOR VERSIONS: April 14, 2015

1. Policy Statement:

A probationary period is required to review staff performance during the initial phase of their employment or after certain changes in classification.

Probationary periods are served upon:

- i. original employment
- ii. promotion, except when a position is reclassified
- iii. lateral change to a different department or classification

Where probation is not satisfied under ‘ii’ or ‘iii’ (promotion or lateral change), the organization will explore opportunities to return the individual to the previous role or a similar position.

Probationary periods are not served:

- i. when a position is reclassified.

Exception:

- i. A probationary period may not be deemed necessary if an employee is reassuming employment after resignation or termination, within the first year and assuming previous duties. This will be at the discretion of the appropriate Executive Officer.

Conditions:

- i. Within the probationary period, time spent on a paid leave, unpaid leave or layoff is not calculated as part of the probationary period.

An employee who is temporarily appointed to another position on an acting basis is not considered to be on probation. If the employee is subsequently promoted to that position, the period during which the employee was in acting status does not count toward the employee’s probation period.

The length of probationary periods of non-unionized employees is six (6) months regardless of appointment (e.g., regular, term). If required, the probationary period may be extended. In the event of an extension, formal written notice must be provided prior to the 6 month anniversary date.



2. Scope:

This policy applies to all non-unionized positions.

Unionized employees are governed by their Limited Term Teacher Contract or Teacher General Contract.

3. Procedure:

Letter of Employment:

All letters of employment must include a probationary statement except for non-unionized instructors. In this instance, a probationary statement will only be included in their first letter of employment when subsequent job offers are provided annually with no break in service.

Extension of Probation:

The manager that has the delegated hiring authority over an employee may extend a probationary period. An extension of the probationary period may be allowed up to 6 months.

Extensions of probation are to be used when there has not been an adequate opportunity to evaluate the employee, e.g., there has been a change in manager and they have not had enough time to evaluate the employee's work.

An extension may also be used when the employee's performance is below expectations, but there is a reasonable likelihood that additional training or more time will improve performance outcomes.

If an extension is applied, the employee must be provided with notification in writing outlining the areas of concern and remedial action required.

Performance Management and Demotion:

1. Staff must receive a performance review at the end of the probationary period, unless terminated during the probationary period.
2. A staff member may be terminated or demoted only with the President's approval. Notice of termination or demotion will be issued from the People Services department.

4. Administration:

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every five years.



6. References:

Hiring Policy – Recruitment
Performance Evaluation Policy - Instructors
Performance Evaluation Policy - Non-Instructors

7. Definitions:

Reclassified: Duties or responsibilities of an employee have significantly changed or expanded over time, and the duties will remain in place.

Executive Officer: President/CEO; all Vice-Presidents, and Associate Vice-Presidents.