POLICY:		POLICY NUMBER:
Probationary Period		**HR-1-3**
		PREVIOUS/REPLACES: **Probationary Period**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **May 14, 2025**	PRIOR VERSIONS: **November 20, 2015** **April 14, 2015**

1. **Policy Statement:**

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

Probationary periods are served upon:

i. Original employment
ii. When an employee accepts an offer of employment to a different position

Where probation is not satisfied under 'ii', the organization will explore opportunities to return the individual to the previous role or a similar position that has not been filled on a permanent basis.

Probationary periods are not served:

i. when a job is reclassified.

b) Exception:
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.

c) Conditions:
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:**

   i. This policy applies to all non-unionized positions.

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

3. **Procedure:**

a) Letter of Employment:

All letters of employment must include a probationary statement except for non-unionized instructors. In the case of non-union instructors, 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 section 1(b) shall apply.

b) 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.

An extension may 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.

c) 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 Human Resources department.

4. **Administration:**

The Director, Human Resources is responsible for ensuring this policy is adhered to.

5. **Review:**

This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

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 and CEO, Vice-Presidents, and Associate Vice-Presidents.