330: Probationary Employees

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Section: Human Resources
Subject: Probationary Employees
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

Scope: All Employees

The probationary period for all new employees is six (6) months. During this time, Management will determine whether the employee is demonstrating satisfactory job progress in their assigned position. The probationary period ends upon receiving an acceptable written review of performance and progress by their Manager and provided they have also completed the required training program for their respective job classification.

Certain benefits are not available to probationary employees (See Benefits section).

Procedure

- The immediate supervisor and/or manager will:
  - Inform the new employee of the length and provisions of the probationary period prior to, or at the time of, employment.
  - Familiarize the probationary employee with the job functions to be performed, the plan of compensation and arrange appropriate training.
  - Evaluate the work of each new employee prior to the end of the six (6) month probationary period.

- Ensure that any employee whose work is unsatisfactory is so advised, and, if termination is necessary, take action to have the employee removed from the payroll. Documentation of such disciplinary action must be made in accordance with Policy, and the final Employee Status Form should state,
- "Released during probationary period," with the reason for termination recorded.

Benefits

1. Probationary period employees are eligible for paid holidays.
2. Eligibility for group insurance enrollment is the first of the month after 60 days of full-time employment.
3. They are not eligible for paid vacation, and leaves of absence (with the exception of military leave or Workers' Compensation leave.)

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