

Policy

The Society recognizes that new employees will need a period of time to become familiar with the organization and to move toward competency in their position. The first few months of employment represent an opportunity for both the employee and the Society to determine if the original hiring decision was best for all involved.

Scope

This policy applies to all employees, including transfers, promotions, and new hires of the Society.

Definitions

Probationary period

The purpose of the probationary period is to provide orientation, guidance, on-the-job training, and coaching to the new employee, allowing them the opportunity to learn and fulfill the requirements of their new position. This period is also the final and critical phase of the selection process that will provide the hiring supervisor/manager the opportunity to evaluate the hiring decision. To do this effectively, the supervisor/manager will be required to regularly monitor, measure and review the new employee's level of performance during the probationary period.

During this time, the new employee will be evaluating and adjusting to his/her new position and work environment to determine if expectations are being met and assessing his/her overall fit to the organization and its mission, Fundamental Principles and values.

Policy application

Length of probation

An individual who has been newly hired or promoted shall serve a probationary period of three (3) to six (6) working months.

1. Three (3) Months – Non-managerial.
2. Six (6) Months – Managerial, professional & technical OR any off-site supervised employees.
3. Probationary period for part-time employees will as per above, unless protocols require an equivalency in hours (eg 455 hours instead of three months).

The probationary period does not include time the individual spent as a volunteer or casual employee. However, probationary periods may be waived with the approval from Human Resources.

Promotion or transfer

If an employee is promoted or transferred to a new position, the appropriate probationary period and review is again normally required. An employee does not have the option of returning to his/her former job if the new position does not work out satisfactorily nor can the Society guarantee another position.

Probationary review

The probationary review must be conducted prior to the end of the probationary period that applies. The form shall be completed, signed and forwarded to Human Resources. The

assessment of the employee is reviewed, the appropriate administrative steps followed and the document becomes part of the employee's personnel file. The form allows for periodic evaluations of the new employee throughout the probationary period. The supervisor/manager must provide ongoing supervision and keep the new employee informed on his/her performance relative to the Society's expectations. Refer to Appendix A – Probationary Review Form.

Change of status

An employee cannot change from a probationary status to employment status unless his/her probationary review form shows an acceptable assessment.

Extension of probationary period

The probationary period may be extended, with the reasons for the extension given to the employee in writing. Clearly defined, written objectives must also be set with the employee for the extended period to deal with performance issues in question. Consultation with HR is required prior to the approval of an extension. Probation should be considered active employment only. If the individual is absent during the probationary period (i.e., illness, vacation), the length of extension to the probationary period shall be appropriate to the circumstance in each case.

Termination

The employee's performance shall be periodically assessed during the probationary period and the results discussed with her/him. If the employee's performance is unsatisfactory, employment may be terminated, in writing, during or at the end of the probationary period, subject to applicable statute.

Human Resources must be notified two (2) weeks before the end of the probationary period when the supervisor/manager suspects that a termination recommendation will be proposed.

Responsibility

The National Director, Human Resources, is responsible for advising stakeholders, maintaining, monitoring, and revising this policy; and for authorizing exceptions.

Members of the Society Management Team are responsible for applying and implementing this policy in each of their respective areas.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization

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