

Probationary periods policy

The agency will have a set period of time to determine if a newly hired or promoted Employee is suitable for the position they were selected to.

Authority

Managers and supervisors

Procedure

1. The probationary period is an extension of the selection process and provides the Manager/Supervisor with an opportunity to determine, through regular performance reviews, if the individual's knowledge, skills, and abilities are an appropriate match to the job requirements. Employees will be officially appointed to their position upon satisfactory completion of the probationary period. Probation applies to new Employees and to in-service promotions.
2. The period of probation starts on the employee's commencement date and runs as follows:
 - 6 months for non-Supervisory positions
 - 9 months for Supervisory positions
3. If it is not possible to determine whether an employee is suitable for on going employment, the probationary period may be extended for up to 3 months. As it is expected that the Manager/Supervisor can adequately assess an Employee's performance during the initial probationary period, extensions are considered only in unusual circumstances. Probationary periods policy

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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