



Policy & Procedure Manual

TRIAL PERIOD – HR-III-21

POLICY:

In each instance, employees transferred or promoted will serve a trial period as determined by the employer. If the employee is transferred or promoted and cannot perform to the satisfaction of the employer, or if the employee is unable to perform the duties to which he has been assigned, the employer will endeavour to return the employee to his/her former classification, however, this may not always be possible.

It should be noted that (a) the trial period is a period of familiarization only and is not to be construed as a training period and (b) upon request, the applicant's accessibility needs are taken into account.

Bargaining Unit Employees: All bargaining unit employees should refer to their respective collective agreements regarding this policy.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: