

Policy & Procedure Manual

PROBATIONARY PERIOD – HR-III-23

POLICY:

Non-union Employees:

All new employees shall serve a probationary period. The probationary period shall last from three months to one year, depending on the specifics of the position being filled. In the case of part-time personnel, the probationary period is based on the equivalent number of hours a full-time employee would have worked during the probationary period.

Bargaining Unit Employees:

Bargaining unit employees refer to their respective collective agreements for length of probationary period.

During the probationary period and throughout the employment relationship, upon request, the applicant's accessibility needs will be taken into account.

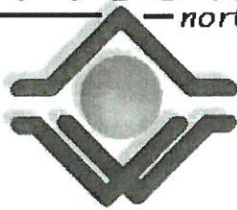
PURPOSE:

The probationary period has two primary purposes:

1. It allows OPTIONS northwest sufficient time to properly assess the employee's capabilities to perform the job and determine how well the employee is fitting into the agency environment;
2. It allows the employee the opportunity to assess the job and the working climate in terms of meeting his/her personal expectations.

PROCEDURE:

During the probationary period, special attention will be afforded by our Supervisors/Directors and co-workers to the employee in learning his/her duties and responsibilities.



Personal Support Services

POLICY: HR-III-23
DEPARTMENT: Human Resources
CATEGORY: Working Conditions
EFFECTIVE DATE: March 2016
SUPERSEDES VERSION DATED: August 2009
Page 2 of 2

PROCEDURE (continued):

Employees are also expected to make enquiries in order to gain a full understanding of their expectations.

Throughout the employee's probationary period, the Supervisor/Director will meet with the employee to discuss his/her job performance and will make a determination prior to the completion of the employee's probationary period regarding permanent status.

Where the employee or the employee's Supervisor/Director feel that the employment relationship should not continue, a meeting will be held to discuss the areas of concern. The Director, Human Resources shall participate in such meeting.

Note: Probationary employees may not receive advance notice of termination of employment.

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:

A handwritten signature in black ink, appearing to be 'J. [unclear]', written over a horizontal line.