

## Probationary Period

## Policy No. 303

**Policy Statement:** All newly employed full-time and part-time employees will be required to serve a six (6) month probationary period.

**Intent of Policy:** A probation period and the probationary evaluation process are important for the employment relationship between the employer and the employee.

- Procedure:**
- a) The probationary period is to be specified in the employee's Contract for Employment.
  - b) The purpose of the probationary period is to evaluate an employee's ability, skills, and knowledge related to:
    - demonstrating and living the Gospel and Catholic doctrine
    - duties and responsibilities of their position as per the position description
    - the organization's work environment
    - establishing and maintaining effective interpersonal and working relationships
    - meeting the standards and expectations related to the position
    - demonstrating dependability and accountability
  - c) The employer will provide an appropriate period of orientation to a new employee related to their position.
  - d) It is recommended that during the probationary period the employee's immediate supervisor will provide regular verbal and/or written feedback and evaluation of the employee's performance. Any areas for improvement should be clearly documented and discussed with the employee.
  - e) Upon the successful completion of the probationary period a probationary evaluation shall be completed and reviewed with the employee. The original completed evaluation (Appendix 324A Employee Performance Review Form) is kept in the employee's personnel file and a copy is given to the employee for their records.
  - f) The probation period may be extended by the total time of any absences due to illness, etc. from work.

- g) An employee found not meeting the terms of employment during the probationary period may be released without notice or payment in lieu of notice, if employed for 90 days or less. The employee's immediate supervisor should discuss this matter with Human Resources, and their superior where applicable, prior to such action being taken.
- h) The release of a probationary employee should be in writing and whenever possible conducted in person.

***Refer to Policy***

349 Termination of Employment

***Refer to Appendix:***

324A Employee Performance Review Form

