

PROBATIONARY PERIOD – SUPPORT STAFF

Policy E.1.F

Probation is a period of time when a new employee’s ability to perform the functions of the position and his/her personal suitability for the position can be assessed. All new or promoted employees in Frontier School Division shall be on probation for a period of not less than three (3) months or for such longer period of time as may be established by the Division.

The attached regulations outline the probationary requirements of the Division.

Information: [The Employment Standards Code](#)

Adopted September 1, 2009		
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The following outlines the regulations regarding probationary periods.

1. Notification of Probationary Period

The employee shall be notified of the period of probation in the letter of appointment from the Chief Superintendent or designate.

2. Probationary Process

- a. At the beginning of their probationary period or when deemed necessary, the Principal/supervisor shall advise the employee of expectations regarding standards of performance.
- b. The Principal/supervisor shall meet periodically with the employee and provide:
 - i. ongoing feedback to ensure the employee is aware of any performance deficiencies, and
 - ii. the steps necessary to correct deficiencies.
- c. Mid-way, or as often as deemed necessary, through the probationary period, the Principal/supervisor shall:
 - i. complete an interim probationary review, and
 - ii. meet with the employee to review his/her performance.
- d. Prior to the expiry of the probationary period, the Principal/supervisor:
 - i. may extend the probationary period for a specified period of time (See 3. below),
 - ii. shall complete a final probationary performance review, and
 - iii. shall recommend to the Chief Superintendent that permanent employment status be confirmed, or notice of termination be provided.
- e. Under no circumstances should the probationary period expire without either permanent status confirmed, the probationary period extended, or employment terminated.

3. Extension of Probationary Period

In some circumstances, such as performance deficiencies, selection criteria not demonstrated, and limited opportunity to demonstrate suitability, it may be appropriate to extend the probationary period for a specified period of time. In these circumstances, the following applies:

- a. The Principal/supervisor shall recommend the extension of the probationary period to the Area Superintendent.
- b. In the Division Office, the supervisor shall recommend the extension to the Chief Superintendent or Secretary-Treasurer.
- c. The extension must be communicated to the employee by the Principal/supervisor prior to the expiry of the probationary period.
- d. The Principal/supervisor shall discuss with the employee:
 - i. the period of extension,
 - ii. the reasons for the extension,
 - iii. expectations which must be met in order for permanent employment to be confirmed,
 - iv. the type of employee development efforts planned for the extended probationary period, and
 - v. the extended probationary period end date.
- e. If, at the end of the extended probationary period, the expectations are not met, the supervisor shall recommend termination to the Chief Superintendent. Details shall be confirmed in writing to the employee and copied to Human Resources.

4. Probationary Employee Termination Notice

When an employee who has been on probation or extended probation is to be terminated, the following applies.

- a. Pursuant to *The Employment Standards Code*:
 - i. where an employee has been employed for a period of 30 days or less, no termination notice is required by the employer or employee;
 - ii. where an employee has been employed for a period greater than 30 days but less than one year, at least one week's notice is required by the employer.
- b. Notice periods for periods of employment of at least one year or more is set out in subsection 61(2) of *The Employment Standards Code*.

Adopted September 1, 2009	Revised June 16-17, 2011	
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