

HR-11	PROBATIONARY PERIOD		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1991, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To define the probationary periods for all Regular Employee positions.

2. SCOPE

This policy applies to all Regular Employees of the Library.

3. DEFINITIONS

Nil.

4. NEW EMPLOYEES

- a. The first 6 months of employment will be a probationary period for newly hired Regular Employees.
- b. A performance review will be conducted between the employee and the supervisor prior to the end of the employee’s probationary period. An unsatisfactory review will result in either termination or an extension of the probationary period for up to 3 months, as determined by the supervisor.

5. EXISTING EMPLOYEES

- a. Regular Employees who move into a different position will have a probationary period for the first 3 months in that position.
- b. A performance review will be conducted between the employee and the supervisor prior to the end of the employee’s probationary period. An unsatisfactory performance review will result either in an extension of the probationary period for up to 3 months or a return of the employee to their former classification, as determined by the supervisor.

RELATED POLICIES

HR-10 Recruitment & Hiring