



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	<b>Probationary Period</b>

---

New employees are subject to a probationary period of six (6) months, unless waived in writing in the initial letter of offer. If an existing employee is promoted or transferred to a new position, a further probationary period may be required and will be determined by the Department Manager. The purpose of the probationary period is to give the University an opportunity to assess the employee's aptitude, skill, ability, competence and suitability to perform the required work. Similarly, the probationary period gives the employee an opportunity to assess the University and the position to which they have been appointed. Employees are encouraged to discuss their progress and performance with their direct supervisors during this time period. Before the end of the probationary period, it is expected that a probationary performance review be conducted.

### **Termination during Probationary Period**

If additional time is required to assess the suitability of an employee, the probationary period may be extended, with notice to the employee. The University reserves the right to terminate employment at any time during the probationary period. If an employee is terminated without cause during the probationary period, notice in writing of not less than one week, or pay in lieu, will be given.

### **Resignation during Probationary Period**

Probationary employees are required to provide at least one week's notice of resignation, in writing.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.