

HEALTH SERVICES UNION PROBATION PERIOD

POLICY

In accordance with the HSU Employment Policy, unless otherwise agreed in writing, all new employees (excluding casual staff) will be on probation for six (6) months.

Confirmation of employment, at the conclusion of the probation period, requires the manager to verify that the employee has demonstrated the person has the skills to perform the key responsibilities of the position to at least a satisfactory standard.

GUIDELINES

The purpose of the Probation Period is to:

- ensure that the employee is capable of doing the job to a standard that is healthy, safe and other acceptable to the Union;
- identify and remove obstacles to performance;
- determine if there are any individual development needs;
- allow the employee time to determine their own suitability to the position and the Union.

PROCEDURE

Prior to Employment

Employees must be advised during the interview process, HSU Employment Policy, HSU Employee Agreement and/or letter of appointment:

- length of the probation period ;
- the period of notice/pay in lieu that will be given if employment is terminated by either party at the end of the probation period;
- that performance will be reviewed periodically within the probation period to determine whether the employee is demonstrating the required level of competence for the position.

The Probationary Review

- Human Resources will forward a probationary performance appraisal form to the Manager to signal the need to set a review date.
- In accordance with the HSU Employment Policy, during the probation period, two written formal review assessments will occur (during weeks 10-12 and week 20). There may also be an informal assessment. The employee will be provided with the review assessment reports prior to the review assessment reports.
- The formal review may be brought forward if the circumstances require, e.g. the employee is clearly unable to perform to the required standard.

- Prior to the completion of the probation period at 24 weeks, the review assessment reports will be reviewed by the Manager and the employee notified in writing of the outcome.

Performance levels are differentiated using the scale:

Level of Performance:

- A Exceeds Expectations**
Demonstrated performance significantly beyond standards for position
- B Meets Expectations**
Demonstrated performance which meets the standard for position
- C Below Expectations**
Demonstrated performance which fails to meet standards for position

Completed Probationary Period Reports are forwarded to Human Resources.

The Manager is responsible for ensuring the review is conducted before the probation period expires. Failure to do so will result in automatic confirmation of employment when the probation end date is reached.

Confirmation of Employment

- If performance is rated consistently as *exceeds expectations, meets expectations*, employment will be confirmed.
- Human Resources will forward a letter confirming successful completion of the probation period to the Manager for handing to the employee.
- The Manager should meet with the employee and explain :
 - that employment is confirmed
 - provided appropriate feedback regarding performance
 - outline any objectives designed to bring performance to a higher standard

Performance Issued During the Probation Period

If the employee's performance is rated as below expectation or if other performance issues exist, the Manager should;

- contact Chief of Staff and/or Human Resources Manager to discuss the appropriate action to be taken.
- meet with the employee to advise that performance is considered to be below expectation and clarify the action required to bring performance to an acceptable level.
- this should take place as soon as possible, but definitely no later than one week before the expiration of the probation period.

Termination of Employment

If performance remains “not satisfactory” the Manager should contact Chief of Staff and consult with the Human Resources Manager to determine if employment is to be terminated.

Only the HSU Secretary has the authority to terminate an employee.

Extension of the Probation Period

To be legally enforceable, the probation period must be determined and agreed prior to employment. If, however, there are extenuating circumstances, the HSU Secretary has discretion to extend the probation period.