

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.04.ON
Section:	Employment	Issued:	Nov. 25, 2019
Subject:	PROBATIONARY PERIOD	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-12
Issued by:	Community Resource Centre	Dated:	Feb 2017

1 POLICY

- 1.01 All new and rehired Full-time employees shall serve a Probationary Period during the first **three (3) months** after their date of hire. Significant absences during the Probationary Period will automatically extend the period by the length of the absence.
- 1.02 During the Probationary Period, an employee is classified as Probationary. Either the employee or the **Community Resource Centre** may end the employment relationship any time during the Probationary Period. The **Community Resource Centre** is not obligated to provide any notice or pay in lieu of notice if the employee's employment is terminated during the Probationary Period.
- 1.03 Unless the Probationary Period is extended due to an absence, it shall end after **three (3) months**.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish a time period during which new employees can evaluate their new job responsibilities while, at the same time, providing the **Community Resource Centre** with the opportunity to assess their suitability as a potential member of our team.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for:
- ensuring each new employee receives proper orientation to the **Community Resource Centre's** working environment and philosophies;
 - ensuring new employees receive adequate coaching and training to enable them to succeed in our environment;
 - monitoring the progress of new employees during the Probationary Period;
 - recommending whether or not the employee's employment continues after the end of the Probationary Period.

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5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.02.ON — Recruitment and Selection

SPP HR 2.03.ON — Terms and Conditions of Employment

7 PROCEDURE

7.01 The Probationary Period shall be noted in all offers of employment.

7.02 Employees shall be advised when they successfully complete the Probationary Period.

7.03 Exceptions to this Statement of Policy and Procedure require the prior approval of the **Executive Director**.