

## PROBATION AND TRIAL PERIODS

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-9

**Policy Number:** HR-7

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### SCOPE

This policy applies to all permanent and temporary employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Probation period” refers to the initial period of one hundred and twenty (120) days worked of uninterrupted service starting from the date of hire of any new permanent employee or, for a temporary employee, the one hundred and twenty (120) days worked from the date of hire or assignment to another position.

“Trial period” refers to the sixty (60) days worked of uninterrupted service starting from the date of transfer of the permanent employee into another position.

### POLICY

1. The employee on probation or on trial period is evaluated at mid-term and at the end of the period by their immediate supervisor, using the Evaluation Form supplied by Human Resources. The employee receives a written copy of the completed Evaluation Form and a copy is sent to Human Resources to be included in the employee’s file.
2. The permanent employee who successfully completes his probation period qualifies for the status of permanent employee retroactive to the first day of work.
3. The temporary employee who successfully completes his probation period retains the status of temporary employee for the duration of the period agreed to in the contract. The immediate supervisor confirms the employee’s successful completion of the probationary period in writing to the employee and forwards a copy of the final Evaluation Form to Human Resources to be included in the employee’s file.
4. The permanent employee who successfully completes his trial period is informed accordingly by the immediate supervisor who also forwards a copy of the Evaluation Form to Human Resources.

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5. During his probation or trial period, an employee must receive approval from the immediate supervisor before applying for another position.
6. The probation period and the trial period may be extended up to half the length of the original period if deemed desirable by the immediate supervisor. Before informing the employee of an extension, the immediate supervisor consults Human Resources. Human Resources issues a letter informing the employee of the new probation end date.
7. At any time during the probation period, a newly hired employee who does not meet position requirements and who has been notified twice accordingly, is terminated and given one week notice or pay in lieu. (see procedure for information concerning recommended timeline.)
8. When an employee, promoted or transferred to another position further to his request, fails to meet trial period criteria following at least one evaluation, the immediate supervisor informs Human Resources.
  - a. This employee may then be returned to his previous position if the position is still available, **or** is considered equally with other candidates for any vacant position for which he is qualified.
  - b. If the options presented in paragraph (a) are not available, and if termination is not for *just cause* as it is defined in policy HR-11 *Termination of Employment*, the employee is terminated in accordance with the following notice periods considering his years of credited service:

<u>Length of service</u>	<u>notice</u>
from three (3) months to one (1) year	one (1) week
more than one (1) year but less than five (5) years	two (2) weeks
more than five (5) year but less than ten (10) years	four (4) weeks
more than ten (10) years	eight (8) weeks
  - c. Pay in lieu of notice may be used if more appropriate.

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### PROCEDURE

In all cases where Human Resources is involved in the recruitment and the selection and the hiring processes:

9. Human Resources informs the immediate supervisor of the length of the probation period as well as any conditions attached thereto prior to making the employment offer to the candidate.
10. Human Resources informs the immediate supervisor of the length of the trial period as well as any conditions attached thereto prior to making the employment offer to the employee.
11. Human Resources notifies the supervisor of the need to conduct a mid-term probationary evaluation. Human Resources provides the immediate supervisor with an Evaluation Form and a copy of the administrative guide titled *The Probationary Period* with the copy of the letter confirming the candidate's hiring.
12. If just and sufficient cause for dismissal exists at anytime during the probation period of a newly hired employee, the immediate supervisor can elect, after consulting with Human Resources, to dismiss the employee.
13. The immediate supervisor notifies Human Resources that an employee has not successfully completed the first part of the probationary period immediately after the mid-term probationary evaluation. If the employee's performance does not improve in the weeks following this evaluation, the immediate supervisor must consult with Human Resources to determine the best course of action, as soon as possible or at least one (1) month before the date of the final probationary evaluation.
14. An employee who has not successfully completed the first part of his probation must be notified of his dismissal or of the extension of his probation no later than one (1) month before the end of his probation.
15. The immediate supervisor provides the employee with each Evaluation Form after discussing its content and provides the employee with an opportunity to include his comments on the form. The supervisor then submits each completed Evaluation Form to Human Resources.