



Policy # 323 (Formerly #13.2.9)
 Date Approved: March 1990
 Date Amended: August 2000
 Responsible Office: Human Resources

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SUBJECT: PROBATIONARY PERIOD (STAFF ONLY) POLICY SUBJECT: PROBATIONARY PERIOD (STAFF ONLY) POLICY

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1. PURPOSE

1.

To provide for a policy requiring probation before full-time ~~Staff Member~~staff members obtain ~~rRegular Staff Member~~staff member status so as to ensure to the extent possible that only those employees suited for long-term employment remain with the College.

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2. POLICY

All full-time ~~sStaff m~~Members shall complete a satisfactory probationary period, at least one year long, before obtaining ~~rRegular sStaff m~~Member status.

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3. PROCEDURES

3.1. Prior to the conclusion of the probationary period, each probationary full-time ~~sStaff m~~Member will receive a performance review by his/her supervisor with the participation of the second level supervisor or other person designated by the area's Vice President. The written performance review shall indicate whether the probationary full-time Staff Member is recommended for termination, Regular Staff Member status, or an extension of the probationary period.

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3.1.1. If the probationary full-time Staff Member reports directly to the President or a Vice President, a second-level reviewer need not participate but the President or Vice-President may designate another person, including Human Resources, to participate in the performance review or provide input.

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3.2. The area's Vice President shall review the recommendation and make a final decision which shall be communicated in writing to the probationary full-time Staff Member and their supervisor.

3.2.1. For direct reports, the decision of the Vice President or President shall be final and need not be reviewed but shall still be communicated in writing to the probationary full-time Staff Member.

3.3. Probation may be extended for up to six months. This shall be communicated in writing to the probationary full-time Staff Member and their supervisor. At the conclusion of any extension of probation another performance review shall be done and a recommendation and/or decision made as specified above. Probation may not be extended a second time.

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3.4. All documents shall be copied to Human Resources to be kept in the Staff Member's file.

3.5. A probationary full-time Staff Member may be moved to another position. If moved to a position within the same Vice President's area the probationary period will not change. If moved to a position within a different Vice President's area the probationary period will start over and extend for another full year.

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