

Policy and Procedures

POLICY TITLE:	New Employee Probation
ADMINISTERED BY:	Director, Human Resources Management
APPLICABILITY:	All New Employees

Policy Statement

All new employees of John Readings shall undergo a probationary employment period of three months from the beginning of their employment.

Policy Objective

The purpose of this probationary period is to determine if the employee is able to satisfactorily perform to the requirements of the position and that the employee is comfortable in fulfilling these requirements.

Procedures

- An employee is to use the probationary period to determine whether the new position meets her or his expectations,
- The employee's supervisor will also use this period to evaluate the employee's capabilities, behaviour and performance,
- Unsuitable job performance is to be highlighted as soon as possible to avoid low productivity and possible later termination,
- Either the employee or the employer may end the employment relationship at any time during the probationary period with or without cause and consistent with applicable laws,

- The length of the probation period will normally be three months with the provision to extend if necessary.

IMPORTANT! This is a sample policy that students should read critically. It may have shortcomings or omissions.