



PROBATIONARY PERIOD - MANAGER'S GUIDE

All new staff at Acadia University have a probationary period, normally ranging from 6 to 12 months. The probationary period is an opportunity for managers to assess if the employee has the skills, abilities, and personal characteristics to succeed in the position, and to help new employees achieve that success. To serve this purpose, it is important that managers use the probationary period effectively and appropriately.

AUPAT: All initial appointments to an AUPAT position have a probationary period of 6 months for Salary Grades 1-4, and 12 months for Grades 5-9, or such other time as deemed appropriate by Human Resources. Prior to the end of the probationary period, the Department Head and/or Supervisor must recommend that the appointment be confirmed, or terminated with a minimum of two weeks' notice. The probationary period can also be extended, one time only, for a period of up to 12 months.

SEIU: Initial appointments to SEIU positions have a probationary period of 6 months. Appointments resulting from internal competitions have a trial period of 60 days. After 3 months, the supervisor and the probationary employee must discuss the employee's work performance. At least 2 weeks prior to the termination of the probationary period, the employee must be notified in writing by the HR Department as to whether her/his appointment is confirmed or terminated. The probationary period may be extended by mutual consent of the Union and the Employer.

MANAGERS' CHECKLIST:

The following are suggested guidelines that managers may wish to utilize in supervising probationary employees. They are not mandatory for the University or any of its representatives, and do not impinge upon the University's statutory rights.

AT THE BEGINNING:

- ✓ Introduce employee to co-workers; tour the work site
- ✓ Meet with employee to outline requirements of the position and performance expectations
- ✓ Inform employee of any hazardous materials or potential dangers in the workplace, and of safe working practices
- ✓ Inform employee of relevant University policies and procedures
- ✓ Schedule weekly meetings for the first month to obtain feedback and answer questions

THROUGHOUT THE PROBATIONARY PERIOD:

- ✓ Schedule meetings to review performance standards and actual performance, at least once at the mid-point of the probationary period or, preferably, on a monthly basis
- ✓ Determine immediate training and development needs for employee
- ✓ Address and document any conduct issues immediately as they arise; (repeat problems could give rise to termination prior to the end of the scheduled probationary period)

ONE MONTH PRIOR TO THE END OF THE PROBATIONARY PERIOD:

- ✓ Decide if appointment should be confirmed or terminated, or if probation should be extended
- ✓ Meet with HR to discuss and implement your decision

- ✓ Meet with employee to review performance and inform him/her of the decision re. probation