

## **Probationary Periods**

*Purpose:*

While appropriate recruitment, interviewing, and selection procedures should ensure that the most appropriate person fills the position, it is usually wise to initially place a new employee on probation.

*Policy:*

- All Hourly and Management employees shall be subject to a probationary period.
- Should an employee fail to comply with the duties and requirements of his/her position, or if there is concern about the employee's attitude or conduct, his/ her employment may be terminated at any time during the probationary period, subject to Policy 3.1.9. At the discretion of the employee's supervisor, the probationary period may also be extended. The President and Executive Director should be consulted before any terminations or extensions of probationary periods.
- Hourly employees shall be subject to a two (2) month probationary period.
- Management employees shall be subject to a one (1) year probationary period.