

Columbia College

Employee Probationary Period

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential or mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

1. **Rationale:**

The purpose of a probation period is to give managers and supervisors an opportunity to assess the quality of a new employee's work and the kind of contribution this employee might make to benefit the College.

It is a recognized principle that in the hiring of a new employee, management is taking on somewhat of an unknown quantity and therefore must be allowed a period of assessment and evaluation before confirming an employment decision.

The intent of this provision is to establish a controlled environment (for observation purposes), in which there would be broad discretionary latitude in correcting an error that may have occurred. From the employee's standpoint, it is a period to prove he or she is capable of performing the job. By so doing, this will entitle him/her to the rights and benefits enjoyed by those other employees who have successfully completed their probationary period.

2. **Conditions of Employment During a Probationary Period:**

The time frame set out for observation and evaluation of a (full time) new hire is normally three (3) months or, if part time, 60 paid days of employment and in exceptional cases (approved by the president), up to 6 months (normally for more senior positions).

The following is a list of limitations placed on probationary employees at the College:

- All probationary employees who are new to the college, are not eligible for any benefits.
- Probationary employees may be terminated with or without notice, or pay in lieu of notice in accordance with the Alberta Employment Standard Act.
- Probationary employees may not take vacation or planned time off until they have completed 3 months or if part time, 60 paid days. (*Those on longer probationary periods would be eligible for vacation after successfully completing 3 months. The manager will need at least a three-month continuous period to evaluate the employee's style and the quality of the work produced.*)

3. **A Critical Question:**

During the first three months of continuous employment, or if part time, 60 paid days, an employer can dismiss a probationary employee without cause or notice. After the three month probationary period, it is more difficult because it is assumed that the performance of duties was satisfactory.

Note: The concept of progressive discipline does not apply to the probationary employee. If the probationary employee commits an offence that warrants discipline then termination will be considered. If a manager/designate is confronted with this situation and is unsure of how to proceed, then they should contact their supervisor for advice.

If a probationary employee is not adapting to the culture and is not meeting the standards or the requirements of the organization or their position, then the employee should not be retained.

4. **Guidelines:**

1. Standard of performance and work place behavior expected from the employee are committed in the Colleges Employee Handbook and the employees' position description.
2. Although the manager will observe and meet with the probationary employee on one or more occasions prior to the end of the probationary period, managers will be required to schedule and conduct an informal performance review prior to the completion of the probationary period (at the 8th to 9th week of employment). This is an opportunity for the employee and his/her supervisor to discuss the job, performance and ongoing training needs. Time is made available to discuss future goals and feedback during this meeting. Completing an informal performance review at this point will allow the new employee time to take corrective action prior to the end of the probation period. The manager may use the attached probation document or the employee's position description to assist in the informal review.
3. If necessary, less than satisfactory items will be addressed again near the end of the three months to determine if the employee is suitable for the position. The manager may choose not to keep the employee for the full probationary period.
4. There will not normally be any probation extensions to the probationary period. If an employee is not meeting the requirements by the end of the probationary period, their employment will be terminated.
5. Employees will undergo a new three (3) month probationary period upon a formal and substantive change in position. This includes such changes as a new position description or a promotion. However, their benefits will not be affected.
6. The completed written Probationary Review will be submitted to Accounting within one day of the final outcome of the review. Successful employees will be formally welcomed to the college and will commence benefits (if and when eligible). Unsuccessful candidates will be terminated immediately according to Alberta Labor Standards. (See attachment #1 – Probationary Period Performance Review)

**Columbia College
Probationary Period Performance Review**

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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Name of Employee: _____

Program/Department: _____

Date of Assessment: _____

Manager/Designate Name (print): _____

Manager/Designate Signature: _____

Directions:

Section A and B are to be completed on all probationary employees.

Section A relates more specifically to the basic attitude and behaviours of employees.

Please read each statement below and indicate your level of satisfaction associated with each by marking "✓" in the appropriate area.

Legend: ES=Extremely Satisfied VS=Very Satisfied S=Satisfied LS=Limited Satisfaction NS=Not Satisfied NC=Unable to comment

Section A	ES	VS	S	LS	NS	NC
1. Is in attendance and punctual						
2. Is reliable and accountable						
3. Is results orientated						
4. Dresses Appropriately						
5. Displays a genuine helping nature to others (customer orientated)						
6. Manages stress and pressures effectively						
7. Treats others in a sincere, respectful, and courteous manner						
8. Is open and willing to learn						
9. Is a team player (cooperation)						
10. Comments						

Directions:

In Section B, please refer to the College's position description (specifically generic roles and responsibilities) for any position to review in more detail some of the statements related to each heading listed below.

Section B	ES	VS	S	LS	NS	NC
1. Understands duties and responsibilities						
2. Quality of work performance						
3. Output or productive approach						
4. Positive approach						
5. Professional approach						
6. Interpersonal relations						
7. Communicates effectively in writing						
8. Communicates effectively verbally						

Section B	ES	VS	S	LS	NS	NC
9. Possess the knowledge and skills to do the job						
10. Problem solving and decision making						
11. Negotiates or conflict resolution						
12. Organizational and time management skills						
13. Leadership						
14. Overall Performance						
15. Comments						

Directions:

Section C, to be completed on all senior employees including Managers/Assistant Managers
Please refer to the college position description for program manager or department manager to review more detailed statements related to each heading listed below.

Section C	ES	VS	S	LS	NS	NC
1. Management Style						
2. Goal Setting and Teamwork						
3. General Management						
4. Business planning, Budgeting, and Corporate Reports						
5. Program Delivery and Development						
6. Student/Customer Focus						
7. Overall Performance						
8. Comments						

Recommendations:

Section D	Yes	No
1. Are you recommending the employee be employed by Columbia College		
2. Are you recommending a development plan while still in the probationary period?		
3. If yes, describe the development plan indicating the skills to be improved, strengths to be enhanced, etc. (Attach on a separate page)		
4. Additional Comments		