

SECTION 43

PROBATIONARY PERIOD

- 43.01 Each new staff member shall serve an initial probationary period. The probationary period is intended to provide an opportunity for the new staff member to evaluate the work situation and demonstrate the skill, knowledge and overall suitability required for the role. It also allows the Institute to assess the skills, knowledge, performance and overall suitability of the staff member for the role.
- The probationary period shall be for twelve (12) months, and may be extended for a definite period not to exceed twelve (12) months,
- (a) if recommended by the work unit leader and endorsed by the Dean following consultation with the Association, or
 - (b) to make up for any significant leave of absence taken during the initial twelve month period.
- 43.02 During a staff member's probationary period the Institute may terminate the staff member's appointment by written notice of termination specifying the reasons in full.
- 43.03 Unless written notice of termination of employment or extension of probation is provided prior to the expiry of the initial probationary period, it is understood that continued employment with the Institute is automatic, in accordance with the staff member's offer of employment.
- 43.04 For a staff member serving a probationary period, a written performance evaluation shall be conducted approximately six (6) weeks prior to the completion of the probationary period. Written performance evaluations on a probationary staff member may be conducted as often as necessary during such staff member's probationary period.
- 43.05 A new staff member who has previously been employed at the Institute (salary or sessional) may have such previous employment considered as part of the probationary period providing the two assignments are comparable.