

SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Specific Employee Policies	NUMBER: 3.10
SUBJECT: Trial Period	PAGE: 58
APPROVED: November 2009	REVISED:
ANNUAL REVIEW DATE: Reviewed January 2016	

PURPOSE

To establish ‘Trial Period’ for new employees to ensure their suitability to the position and compliance with the organization’s mandate, policies and procedures in compliance with the Employment Standards Act.

POLICY

The first three months of employment with WSNCC are considered a Trial Period and is to ensure an employee’s suitability to the position. It provides the opportunity for an employee to become familiar with WSNCC mission, goals, objectives, philosophy, policies, procedures and practices.

The Trial Period is mandatory for designated positions and is not less than three (3) months during which time Full-Time employees are not eligible for benefits or vacation time. Trial Periods for all part time, contractual employees will be determined by the nature of the program.

Full-Time employees may become eligible for benefits after they have successfully completed six (6) months of employment.

During a Trial Period when full-time, part-time or contractual employees have been employed for less than 3 months, termination may be given by either party with 3 days notice and without penalty.

PROCEDURES

1. In the last month of the Trial Period, a decision can be made to retain or terminate the employee. If the employee’s assessment indicates weaknesses that could be improved and/or corrected, the supervisor will make a recommendation to the Executive Director who can extend the Trial Period for an additional period not to exceed three (3) months.
2. If a decision is made by the supervisor during the last month of the Trial Period to recommend the retention of the employee, it is the responsibility of the supervisor to prepare a memo to the Executive Director to seek approval to grant full-time status to the employee.
3. At the end of the Trial Period, the employee and the supervisor shall develop a written performance evaluation which shall be signed by both the employee and the supervisor. A copy of this performance evaluation shall be placed in the employee’s file.
4. After completing a successful Trial Period, employees may obtain WSNCC’s benefit package at their own expense to cover the period to the end of 6 months when the cost will be paid by the agency. If an employee completes six months successfully and is hired as a permanent employee, benefits may begin automatically, dependant upon the availability of funds.
5. Contractual employees will be subject to a written contract defining the terms of their employment.