

Probationary Period

Purpose *To provide a period of time to ensure the employee and the position are a suitable fit.*

Policy Statement *A Probationary Period of 6 months will be given to new employees or those moving into a new position.*

As per Employment Standards, termination may occur without notice or pay in lieu of notice by either the employee or ASC during the first Ninety (90) days of employment, after which termination may occur with one (1) weeks notice or pay in lieu of notice during the six month probationary period.

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| Binder(s): | Human Resources | | | | | | Page: | 1 of 1 | |
| Section(s): | Terms & Conditions | A | 92-06-26 | R/R | 93-10-20 | R/R | 94-01-13 | | |
| Program Area(s): | | R/R | 97-11-10 | R | 98-06-23 | R/R | April 28/05 | June 28/18 | |

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- Performance will be evaluated on an ongoing basis during the probationary period and will include at least one documented review/discussion of performance.
- Successful completion of probationary periods will also be based on work conduct as outlined in Policy & Procedure.

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