

 Region of Waterloo	HUMAN RESOURCES POLICIES	Section #	Policy #
		I	18
		Approval Date:	Revision Date: July 2019
Title:	PROBATION/TRIAL PERIOD		
Applies To:	All Employees		

POLICY STATEMENT:

All newly hired Regional employees will be given a specified probation period in which to demonstrate competencies related to their position and the Region's goals and values. In addition, current Regional employees who move to a new position may serve a trial period if provided for by their collective agreement.

OPERATING DETAILS:

If the provisions of this policy differ from the terms and condition of any applicable collective agreement, the collective agreement will apply.

For new **full-time and part-time** employees **not covered by a collective agreement**, the probationary period is set at the greater of five continuous months or one hundred actual days worked. A day where an employee is scheduled to work and works only part of the day constitutes a "day worked".

For employees **covered by a collective agreement**, the **definition and** length of any probation or trial period and definitions will be determined by employment status and the terms of **the** applicable collective agreement.

Temporary full-time, temporary part-time and casual part-time employees will be considered probationary for the duration of their employment unless otherwise stipulated in the offer letter or any applicable collective agreement.

The length of both trial and probation periods may be **extended if performance improvement is required or a longer period of time is required as a result of** vacation leave, sick leave or other absences from work.

The supervisor of a probationary or trial **period** employee will determine the competencies for that position using the job description and will complete the *Probation/Trial Period Performance Form* at the required intervals with the employee.

Performance which does not meet the required level must be identified in the probationary/trial period and communicated to the employee in a timely manner so that they have fair opportunity to improve performance to expected standards as outlined in the Probation/Trial Period Performance Form. Employee Relations / Labour Relations Advisor **and the Human Resources Business Partner** should be notified if the employee is clearly having difficulty in meeting the required performance level at any point in this process.

A probationary employee may be terminated if, in the sole opinion of the Region, the employee does not satisfactorily meet the standards expected for the job or behaves in a manner inconsistent with the Region's values. **Employees who are terminated will be given notice or pay in lieu of notice in accordance with the Employment Standards Act.**

SEE ALSO:

- Applicable Collective Agreement
- [Probation/Trial Period Performance Form \(HR 13\) – Docs #2963659](#)

FOR FURTHER INFORMATION PLEASE CONTACT:

Director, Talent Management & Employee Services, Human Resources and Citizen Service