



Building Healthy Minds and Bodies since 1977

4.23 PROBATIONARY PERIOD POLICY

PURPOSE

To ensure new employees of the Okanagan Gymnastics Centre (OGC) are supported to acquire and apply the knowledge and skills necessary to assume the responsibilities of their position

POLICY

All new OGC employees shall be required to serve a probationary period of three months of continuous service, or the hourly equivalent in the case of part-time and casual employees.

PROCEDURE

Throughout the probationary period, a new OGC employee's performance is assessed by the supervisor or supervisors to whom the employee reports. When performance is found to be unsatisfactory in one or more programs, employees may have action plans in place in several programs during their probationary period. If the performance does not improve, the employee may be terminated without notice.

At least two weeks prior to the end of an employee's probationary period, the operations manager or designate performs a performance appraisal. During this appraisal, the operations manager recommends one of three possible actions:

1. Granting permanent status
2. Extension of probationary period with an action plan with identified goals and time-lines
3. Termination

An employee's probationary period may be extended by mutual agreement between the operations manager and the employee, for a further period not to exceed three months.

Upon successful completion of the probationary period, employment shall be deemed to have started on the initial date of hire for the purposes of determining eligibility for benefits.

APPROVED BY OGC BOARD OF DIRECTORS OCTOBER 12, 2016