

Dundas Street Centre United Church Policy Manual

Section: B Human Resources

Title: **Employment Probation**

Policy #: B-02

Approved/Amended: Sept. 7, 2013

Referral Committee: M&P

New staff members shall have a probationary period of 3 months. New ministry personnel do not have a probationary period.

Employees transferring to a new position within Dundas Street Centre may be subject to a probationary period.

Procedures

1. Continuous feedback will be provided to the employee during the probationary period through the immediate supervisor and the Ministry and Personnel Committee.
2. The employee also has a responsibility to identify areas of concern.
3. If an employee is incapable of achieving an acceptable level of performance regardless of the training, support and encouragement given, termination may occur at any time during or at the end of the probationary period.
4. The Ministry and Personnel Committee, with input from the supervisor and the employee, shall conduct a performance review upon completion of the formal probationary period.
5. If the employee's performance is satisfactory, permanent employment will be confirmed in writing.
6. The Ministry and Personnel Committee may extend the probationary period if the employee has potential but needs additional time or training to reach satisfactory performance.
 - Notice of the extension of probation, reasons for the extension, and performance standards expected (if applicable) shall be given to the employee in writing by the Ministry and Personnel Committee at the beginning of the extension period.

- In no case should an extension of an employee's probation be longer than three (3) months.
- The Ministry and Personnel Committee shall inform the Board of any probationary extensions.