

ARTICLE 12 - PROBATION

12.1 Purpose and Intent

12.1.1 The appropriate Manager has the responsibility to conduct probationary reviews for each new Employee assigned to that area. The purpose of a probationary review is to assess an Employee's suitability to the Institute and the job.

12.1.2 Colleagues have a duty to respond to requests for assessment information where they have relevant knowledge and information concerning probationary Employees. Employees providing such information shall be covered by the indemnity provisions of Article 7.6.

12.1.3 The probationary review process shall be conducted in a fair and objective manner. However, the probationary Employee shall bear the onus of establishing suitability to be an Employee of the Institute.

12.2 Performance Expectations

12.2.1 The appropriate Manager will identify performance expectations for each probationary Employee on initial and subsequent appointments and at each step of the probationary procedure.

12.3 Procedure - Regular Employees - Initial Appointment

12.3.1 All Regular Employees shall be subject to a probationary period of one (1) year upon initial appointment to the Institute.

12.3.2 The probationary period may, at the discretion of the Manager, be extended in unusual or extenuating circumstances for a period up to three (3) calendar months. In these circumstances, the Manager shall advise the Employee in writing why the probationary period is being extended.

12.3.3 An initial probationary discussion shall be held with the Employee after two (2) months to provide progress feedback and assessment.

12.3.4 The appropriate Manager shall conduct a probationary review with the Employee after four and eight months of employment to provide progress feedback and assessment.

12.3.5 Probationary reviews may be conducted on a more frequent basis if, in the opinion of the Employee's Manager, this is warranted. In these circumstances, the Manager shall inform the Employee in writing why the more frequent reviews are required.

12.4 Procedure - Regular Employees - Subsequent Appointments

12.4.1 Where Employees receive an appointment to a job which represents a promotion or which is substantially different than the one they presently hold, they shall be subject to a probationary period of six (6) months.

12.4.2 The appropriate Manager shall conduct a probationary review with the Employee after four (4) months to provide progress feedback and assessment.

12.4.3 Probationary reviews may be conducted on a more frequent basis if, in the opinion of the Employee's Manager, this is warranted. In these circumstances, the Manager shall advise the Employee in writing why more frequent reviews are required.

12.4.4 Employees who are subject to a second probationary period pursuant to Article 12.4, shall be returned to their original job or to an equivalent job in the Institute if it is determined that they are unsuitable in their new job.

12.5 Procedure - Temporary Employees

12.5.1 The appropriate Manager shall conduct probationary reviews with Temporary Employees on a periodic basis as determined by the Manager.

12.5.2 If a Temporary Employee applies for and subsequently obtains a regular appointment and provided that the termination date as a Temporary Employee is not separated from the date of appointment as a Regular Employee by more than five (5) months, the continuous period of employment as a Temporary Employee may, at the discretion of the Selection Committee, be applied to the initial probationary period.

12.6 Employee Suitability

12.6.1 Should an Employee be assessed as unsuitable for continued employment at any time during the probationary period their employment with the Institute shall be terminated.