



Probationary Period Guidelines

Background

These guidelines confirm the requirement that new employees complete a probationary period and some of the key activities that take place during an employee's probation.

Guidelines

1. Unless otherwise specified in the employment contract the probationary periods are as follows:
 - a. the first six (6) months of employment for employees hired as a Principal, Manager, Associate Superintendent, and Deputy Superintendent or Superintendent.
 - b. the first three (3) months of employment for all other employees.
2. An employee's probationary period may be extended by up to three (3) months subject to prior approval by the employee's supervisor, Associate Superintendent and the Superintendent.
3. The decision to retain or not retain a probationary employee is at the sole discretion of KTCEA and an employee terminated during this period will not be entitled to severance or termination pay unless required by law.

These guidelines apply to all KTCEA probationary employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	During the probationary period, the employee's supervisor is responsible for clearly outlining the role description and performance criteria. The supervisor should also provide regular feedback to the employee regarding performance, including strengths and areas requiring improvement. Prior to the end of the probationary period, the employee's supervisor shall conduct a Performance Development Review (PDR) or evaluation and recommend to the Superintendent whether the employee should be retained, have their probationary period extended, or be released.	Supervisors
2.	Reviewing progress of probationary employees with Supervisors. Approving any proposed extensions to probationary period.	Associate Superintendent
3.	Approving the release of probationary employees who do not meet the requirements of the probationary period.	Superintendent

References:

KTCEA Policy 3 Respectful, Caring and Safe Schools and Workplaces
KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.