
AUPE Support Staff Probationary and Trial Periods Policy

Department Policy Number

050 003

Effective Date

February 1, 2002

Purpose

A probationary or trial period gives the Supervisor an opportunity to monitor an Employee's performance and determine their suitability for the position.

Definitions

Collective Agreement	AUPE, Local 69-The Governors of Athabasca University (the Board) Collective Agreement
Department Head	see article 1.01 (v) of the Collective Agreement
Employee	see article 2.03 of the Collective Agreement
Executive Officer	see article 1.01 (e) of the Collective Agreement
Permanent Employee	see article 1.01 (i) of the Collective Agreement
Permanent Position	a position held by a Permanent Employee
Temporary Employee	see article 1.01 (j) of the Collective Agreement
Temporary Position	see article 1.01 (g) of the Collective Agreement

Policy

An Employee subject to the Collective Agreement shall serve a probationary or trial period and a performance assessment must be undertaken to make a recommendation to become a Permanent Employee, extend probation, or release the Employee.



Regulation

1.0 General

Upon initial hiring, an Employee is subject to a probationary or trial period. This period is extended for any absence of five consecutive work days or longer. The probationary or trial period may be waived in whole or in part in accordance with Article 9 - Probationary and Trial Period of the Collective Agreement.

- 1.1 An Employee upon initial appointment to a Permanent Position is subject to a probationary period of six months.
- 1.2 A Temporary Employee upon initial appointment to a Temporary Position is subject to a trial period of three months.
- 1.3 The Employee is notified with respect to appointment to a Permanent Position, extension of probation, or release prior to the end of the probation or trial period.

2.0 Recommendation

- 2.1 A performance assessment must be completed and received by Human Resources five days before the end of the probationary or trial period.
- 2.2 The accompanying recommendation must be for appointment to a Permanent Position, extension of the probation or trial period, or release of the Employee.

Procedure

- 1.0 During the probationary or trial period, any problems should be discussed promptly with the Employee and corrective action determined. The Labour Relations Coordinator is available to provide advice and assistance to Supervisors in this process.
- 2.0 Prior to the end of the probationary or trial period, the Supervisor and Employee must complete the performance assessment in accordance with the Support Staff Annual Assessment Process (Policy #050-002).
- 3.0 The Department Head must submit the completed performance assessment and recommendation to Human Resources at least five working days before the probationary or trial period ends.
 - 3.1 When the recommendation is for appointment to a Permanent Position, a letter of confirmation is prepared by Human Resources, signed by the executive officer, and sent to the Employee.
 - 3.2 When the recommendation is for extension of the probationary appointment, the Department Head must consult with the Labour Relations Coordinator prior to finalization



of the recommendation and assessment documentation. The Employee receives formal notification from the appropriate Executive Officer.

- 3.3 When the recommendation being considered is for release of the Employee, the Department Head must consult with the Labour Relations Coordinator prior to finalization of the recommendation. The Employee receives formal notification from the appropriate Executive Officer.

Approved By

Executive Group

Amended Date/Motion No.

Related References, Policies and Procedures

[050 002 - Annual Performance Assessment - AUPE Support Staff](#)

Applicable Legislation/Regulation

[AUPE Agreement](#)

[Alberta Freedom of Information and Protection of Privacy Act](#)

[Public Service Employee Relations Act](#)

Responsible Position/Department

This policy is maintained and administered by the Labour Relations Coordinator, Human Resources. For further information, please contact the Senior Compensation Assistant or the Labour Relations Coordinator at <http://intra.athabascau.ca/hr/dept.htm>.

Keywords

Probationary and Trial Period

Performance assessment

AUPE