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## CUPE Staff Probationary Review Policy

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### Department Policy Number

200 004

### Effective Date

February 1, 2004

### Purpose

This policy outlines the probationary review process for staff members under the AUGC/CUPE Collective Agreement.

### Definitions

**Agreement** Collective Agreement between Athabasca University Governing Council (AUGC) and Canadian Union of Public Employees, Local 3911 (CUPE).

**Articles** Referenced from the Collective Agreement.

**Personnel File** The probationary staff member's permanent personnel file is maintained in Learning Services – Tutorial.

### Policy

The following steps and procedures will normally be observed in the probation process for indefinite term employees under the AUGC/CUPE Collective Agreement. It is the responsibility of the Coordinator, Learning Services – Tutorial to ensure that these procedures are followed in conjunction with the AUGC/CUPE Collective Agreement, Article 30.

#### 1.0 General

- 1.1 An employee appointed to a position with an indefinite term shall be considered to be on probation until the employee has completed 12 months of employment in this position.
- 1.2 A probationary employee who is absent from work for any reason for a consecutive continuous period of one month or longer will have their probationary period extended by the same amount of time as the consecutive continuous period of absence.



- 1.3 The employee must meet the requisite criteria and standards of performance, which will be provided to the employee at the time of appointment to the position.
- 1.4 The employee's academic supervisor shall be responsible for continuing review of the appointment and performance during the probationary period. By no later than 1 month prior to the end of the probationary period, the Centre Chair and academic supervisor shall jointly recommend one of the following courses of action to the Vice President Academic or designate for approval.
  - 1.4.1 Permanent appointment to a position with an indefinite term;
  - 1.4.2 Termination of employment prior to or at the end of the probationary period.
- 1.5 The probationary employee shall be advised in writing, with a copy to the union, with respect to continuation not later than two weeks prior to the end of the probationary period.
- 1.6 In exceptional cases the University may initiate an early review.

## 2.0 Criteria and Purpose

- 2.1 The criteria and standards of performance shall be provided, in writing, to the employee at the time of appointment to the position (e.g. job description, tutoring standards guidelines).
- 2.2 Probationary reviews are of utmost importance to the university since they affect the fundamental health of the institution. Probationary reviews consider the competence and suitability of the employee to perform all tasks assigned based on the work completed during the probationary period.

## 3.0 Procedures and Responsibilities

### 3.1 Coordinator, Learning Services - Tutorial

- 3.1.1 Shall advise the academic supervisor, with a copy to centre chair, at time of hiring a new employee that the probationary review is an ongoing process and provide the academic supervisor with a copy of the Probation Policy.

### 3.2 Academic Supervisor

- 3.2.1 As per Article 5.02 of the Collective Agreement, within 15 days of the commencement of the work assignment, the academic supervisor shall discuss with the probationary employee, the job description, Athabasca University's tutoring standards and guidelines, if applicable, and any other policies and procedures which affect their work assignment, ensuring the employee is informed of Athabasca University's expectations.



- 3.2.2 During the ongoing review process, the academic supervisor shall address all concerns with the probationary employee as soon as they become aware of the concern(s).
- 3.2.3 The Academic supervisor is encouraged to regularly communicate with the employee during their probationary year.
- 3.3 Employee
  - 3.3.1 The employee should communicate all concerns to their Academic supervisor as soon as they become aware of the concern(s).
- 3.4 Administrative Assistant Learning Services – Tutor Payroll
  - 3.4.1 Shall advise the Coordinator, Learning Services – Tutorial, at least 2 months before the end of the probationary period, that a probationary review is due.
- 3.5 Coordinator, Learning Services – Tutorial
  - 3.5.1 Shall advise the Centre Chair, the academic supervisor, and the employee, in writing, that a probationary review is due. The notification will outline the probation period dates and response date deadlines according to the Agreement.
- 3.6 The Centre Chair and Academic Supervisor
  - 3.6.1 Shall review employment performance during probationary period and may obtain additional feedback on the probationary employee, as they deem appropriate.
  - 3.6.2 Shall jointly present their findings to the Vice President Academic or designate in the form of a written report, which will make a recommendation on employee continuation as outlined in the notification from Learning Services – Tutorial Coordinator.
- 3.7 The Vice President, Academic or designate
  - 3.7.1 Shall review findings and if Vice President Academic or designate approves recommendation for continuation of employment, Vice President Academic or designate will notify the Coordinator, Learning Services – Tutorial who will then communicate the decision, in writing, to the employee and the union. A copy of the decision will be placed on the staff member's personnel file.
  - 3.7.2 If the Vice President Academic or designate approves recommendation for termination, Vice President Academic or designate, in conjunction with the Labour Relations Officer, will advise employee and union of the decision, in writing, no later than two weeks prior to the end of the probationary period. A copy of the decision will be placed on the staff member's personnel file.



**Regulation**

**Procedure**

**Approved By**

President, March 1, 2004

**Amended Date/Motion No.**

**Related References, Policies and Procedures**

Annual Performance Assessment – CUPE Staff

**Applicable Legislation/Regulation**

[AUGC/CUPE Collective Agreement](#)

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

**Responsible Position/Department**

This policy is maintained and administered by Learning Services – Tutorial. For further information, please contact the Coordinator, Learning Services – Tutorial.

**Keywords**