

# Probationary Employment Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

## **1. Purpose**

To establish clear, fair and effective guidelines for the hiring, oversight and, where necessary, termination of probationary employees. The purpose of probationary employment is to give ABC Company the opportunity and time to adequately assess a new employee's performance and suitability to the job and to allow employees an opportunity to prove their suitability and adjust to the demands of the position.

## **2. Policy**

Unless specifically provided for otherwise, all new employees hired by ABC Company will be employed on a probationary basis for up to [specify maximum duration] in accordance with this Policy.

## **3. Procedure**

The length of the probationary period will be stated in the written offer of employment and written employment contract. During the probationary period, both the supervisor and employee will devote special attention and effort to ensure that the employee is learning the responsibilities of the position and making satisfactory progress.

The probationary period will include at least one interim performance review meeting between the ABC Company HR department and the employee to discuss and document the employee's progress and performance on the basis of the following criteria:

- Quality of work;
- Completeness;
- Accuracy;
- Productivity;
- Punctuality and attendance;

- Character;
- Judgment;
- Conduct;
- Attitude; and

In the event that problems or concerns arise during the probationary period, ABC Company will make every effort to discuss and resolve them promptly, including notifying the employee as soon as possible of the problem to ensure that the employee clearly understands the concern. The employee will then be given an adequate amount of time to address the concerns and achieve the necessary improvement.

It is the responsibility of the HR department to document any problems and whether and how they were resolved and to ensure that the employee is provided with a copy of the documentation.

During the probationary period, the employee will have all the rights and privileges of permanent employees (other than the right to notice). Reasonable effort will be made to help probationary employees meet performance expectations.

However, if the probationary employee is deemed unsuitable at any time during the probationary period, he/she may be terminated. Probationary employees terminated for unsuitability during the probationary period will not be entitled to notice of termination or wages in lieu of notice.

Final review will be held at the end of the probationary period to determine whether the probationary employee is suitable and should be offered permanent employment. Probationary employees offered the position on a permanent basis will sign an employment contract with ABC Company establishing the terms of their employment.