



## **SECTION 6: HUMAN RESOURCES**

### **POLICY 6.4: PROBATIONARY PERIOD**

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**Passed:**

**Amended:** 6.4.2 – May 23, 2018 and 6.4.3 May 28, 2014

#### 6.4.1 Purpose

The probationary period is intended to allow both the employer and employee to determine whether or not the job requirements and the employee are well suited to each other.

#### 6.4.2 Length

The probationary period for all classes of employees, with the exception of pages, managers and the Chief Librarian, is four (4) months. The probationary period for pages is three (3) months. The probationary period for managers and the Chief Librarian is six (6) months.

#### 6.4.3 Sick and Vacation Entitlement

No employee is entitled to paid sick leave or vacation for the first four months of probation.

#### 6.4.4 Upon Promotion

Upon promotion the probationary period will be the same as the initial appointment. A probationary review will be completed prior to the end of the probationary period. An unsatisfactory review will result in either an extension of the probationary period for up to three (3) months or a new suitable position will be found as determined by the department Manager together with the Chief Librarian or, for the Chief Librarian position, the Board.