



SECTION 6: HUMAN RESOURCES

POLICY 6.4: PROBATIONARY PERIOD

Passed:

Amended: October 12, 2022

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. The Library may terminate a probationary employee for unsuitability during or following the end of the probationary period.

6.4.2 Probationary Period

The terms of the probationary period for new employees who are members of the CUPE Bargaining Unit are outlined in [Article 3.03](#) of the Collective Agreement.

The probationary period for managers and the Library Director is six (6) months.

6.4.3 Sick and Vacation Entitlement

6.4.3.1 No employee is entitled to take paid vacation leave during the first four months of probation.

6.4.3.2 Employees may take paid sick leave during their probationary period using their accrued sick leave.

6.4.4 Familiarization Period

The terms of the Familiarization Period for employees promoted to a new CUPE Bargaining Unit position at the Library are outlined in [Article 12.04](#) of the Collective Agreement.