

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-III-2

Title:

Probationary Employment

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Adopted: November 20, 2002**Reviewed:** December 2014; January 2019**Revised:** October 15, 2008
July 2012

Policy

New employees will normally serve six consecutive months of probationary employment during which time their capabilities and suitability for the job will be evaluated. Every effort will be made to help employees adjust to their position; however, should an employee's work be considered unsatisfactory during this probationary period, the employer reserves the right to discontinue the employee's service without being required to demonstrate cause.

A decision on continued employment will be made at the completion of the probationary period. A written performance evaluation will be completed by the employee's immediate supervisor during the final month of the probationary period.

The probationary period may be extended, when warranted, at the discretion of the CEO and or the Board of Directors.

Procedures

1. An initial probationary period of six months shall be established for each position on the staff, during which the employer shall have an opportunity to assess the new employee's suitability for the position. The employee will also decide about their suitability for the position and may choose to leave.
2. During the probationary period, the employee and the supervisor will meet as needed to discuss any concerns that arise in the job performance of the employee or any concerns the employee may have. Any significant problems that occur during the probationary period will be documented by the CEO (or in the case of a probationary CEO, by the Board) and discussed with the employee and a plan developed to provide the employee with an opportunity to improve.
- 3.. The end of the Probationary period will be documented by a written performance evaluation prepared by the CEO outlining how the new employee is, or is not, able to meet the requirements of the job concluding with a recommendation for permanent hire or termination. The employee will receive a copy of the Probationary evaluation and a copy filed in the Library's employee personnel file.