

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Probationary Period	<b>SECTION:</b> P <b>POLICY:</b> 3
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	
<b>REVISION DATES:</b> January 2006, November 2011, October 2014		

**PROBATIONARY PERIOD**

**POLICY:**

All newly hired employees are subject to a probationary period from the date of hiring. Permanent appointment as an employee of the Leamington Mennonite Home is conditional upon the completion of a satisfactory performance appraisal during the formal probationary period.

**PROCEDURE:**

- All new employees shall be known as probationary employees until they have completed 60 shifts worked (inclusive of orientation shifts) or until they have been employed for six calendar months, whichever first occurs.
- The probationary employee will be scheduled to work on all shifts during the probationary period in order that the probationary employee's performance may be properly evaluated.
- Where the Probationary Period is interrupted (i.e. WSIB or other Leave) the Probationary Period resumes upon the completion of the Leave, for the balance of the remaining Probationary Period timeframe.
- The Payroll Department shall track the number of shifts worked by Probationary employees and shall advise the Department Leader as the probationary employee reaches approximately 35 shifts or 4 months worked. The Probationary Performance Appraisal shall then be forwarded to the probationary employee, for completion and return to the Department Leader within 5 days of receipt.
- The Department Leader will provide ongoing feedback, in an informal manner to probationary employees, as appropriate, ensuring that the probationary employee is monitored and that proper documentation is completed. This feedback will be based upon observation and information received from the Probationary Employee's peers, co-workers, and others as appropriate.
- Prior to the completion of the probationary period, the Department Leader will review the performance of the probationary employee and shall conduct a formal Probationary Performance Appraisal, delineating specific outcomes.

- At the discretion of the Department Leader, in consultation with the Administrator, the Probationary Period may be extended for an additional period of 60 shifts or as determined to be appropriate. This extension must be entered into with the employee and UNIFOR, prior to the Probationary employee having completed 60 shifts worked or six calendar months.
- During their Probationary Period, probationary employees are entitled to all rights and privileges of employment except with respect to discharge.
- Employment of probationary employees may be terminated at any point during the employee's probationary period, at the sole discretion of Leamington Mennonite Home, provided that such discretion is exercised in good faith.
- Upon completion of the probationary period, seniority is effective from the employee's last date of hire. The Department Leader shall advise Payroll by utilizing the Leamington Mennonite Home Probation Completion Authorization Form, of the change in status of the employee and the pay grid shall be adjusted accordingly.