

6. **Probationary Period**

All new employees are considered probationary employees until they have successfully completed the requirements for employment (see Personnel Policy #4) and a minimum of three (3) months of employment. During this period, the employee is only entitled to benefits required under Federal and Provincial law, and can be terminated without any notice or severance pay.

Employees will be evaluated before the end of the probationary period by their Supervisor.

Upon completing the evaluation, the Supervisor will recommend one of the following:

- i. Permanent employment status (permanent positions)
- ii. Continuation of employment (relief positions)
- iii. Completion of assigned temporary employment (temporary positions)
- ii. Extension of the probationary period
- iii. Termination of employment

Relief employees who are unavailable for work during their first three months without prior approval from Human Resources will be terminated.