

## Ingersoll Support Services Inc.

### Policy: Probation

**Policy # HR 5**

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - yes

Review Date: September 26 2016

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*Employees of Ingersoll Support Services will be probationary employees for a period of 520 hours worked in the position for which they were hired. Employment Standards requires due notice of termination after three calendar months of employment.*

### Procedure:

1. It is the responsibility of the direct supervisor to provide the employee with the necessary guidance and support to enable them to be successful.
2. It is up to the employee to take responsibility for their productivity, quality of work and quality of support.
3. Prior to the completion of the probationary period, the supervisor will complete a performance appraisal and make a recommendation to the next level of supervision of one of the following:
  - End the probationary period and accept the employee as a permanent employee
  - Extend the probationary period for an additional 520 hours with specific requirements for improvement
  - Terminate the employee as per Ontario Employment Standards. Employment Standards require due notice after three calendar months of employment. The decision of the Executive Director on this matter is final.
4. Confirmation of all required training and documentation must be completed and in the personnel file for the probationary employee to continue. Failure to provide proof of these requirements may result in termination.
5. Employees assuming a new position will be required to complete a new probation period for that position (as per Policy HR 12 Layoff, Displacement, and Reassignment).