



Subject	PROBATION PERIOD (formerly titled "5.11 Probationary Period / Unsatisfactory Probation Period")	
Procedure Section	11 Changes in Employment Status	
No.	11.10	
Exempt Employment Policy References	Administrative Excluded Support	Section 5 (Appointment Category) Section C (Probationary Period)
Collective Agreement References	Faculty Vocational Support	Article 16 (Probation) Clause 8.8 (Probationary Period) Article 24 (Probation for Employees and Trial Periods, clause 24.1 and 24.2)
Forms & Other Reference Material		
Status of Approval	Approved 23-Apr-2013	Chris Rawson

PREAMBLE:

Employees are required to successfully complete a probationary period on employment at OC. Provisions related to probationary periods can be found in the applicable collective agreements and exempt employment policies.

PROCEDURE:

1. The probationary period commences on the employee's start date of their employment with the College or as otherwise specified in the applicable collective agreement(s) and exempt employment policies.
2. During the probationary period employees can expect to be evaluated by their supervisors and to receive feedback on such issues as their performance, conduct, attendance etc. Normally employees are expected to be advised of concerns and given an opportunity to improve.
3. Deans/Directors in consultation with Human Resources may in some cases decide to extend the probationary period of an employee. An employee whose probationary period is extended will be notified in writing.
4. Employees who are unsuccessful in completing the probationary period, which may include failure to or lack of success in obtaining necessary qualifications during that period, may be terminated from employment at OC.
5. Deans/Directors with the assistance from Human Resources may make recommendations to the President to terminate the employment of an employee prior to the completion of the employee's probationary period.