

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resource Policy/Procedure
Probationary Review
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION: Employees

Policy:

Every employee, upon commencement of employment, will be on a three (3) month probationary period, at which point they will have a probationary review by the Executive Director to discuss the position and their performance.

The probationary review will be based on a series of competencies that measure the employee’s successes, accomplishments or deficiencies, as agreed upon by both parties at hiring.

Procedure:

1. The Executive Director will conduct the probationary review of employees.
2. The probationary review will be documented and employment will: be confirmed, be terminated or the probationary period may be extended for a period not to exceed three (3) months.
3. The original copy of the review will be forwarded to the employee’s personnel file and a copy given to the employee.
4. The Executive Committee of the Board of Directors will conduct the probationary review for the Executive Director.