

School District #62 (Sooke)

PROBATIONARY PERIOD FOR EXCLUDED EMPLOYEES	No.: E-123
	Effective: June 22/81 Revised: Jan. 12/93; Oct. 25/05; Jan. 26/21; Oct. 22/24 Reviewed: Dec. 1/20; Dec. 15/20; Jan. 26/21; Sept. 10/24; Sept. 24/24; Oct. 22/24

SCHOOL BOARD POLICY

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

Excluded employees are subject to an initial six (6) month probationary period. During this time, performance will be assessed in accordance with the duties and responsibilities outlined in the related job description, as well as workplace behaviours and conduct.

It is the responsibility of supervisors to ensure that probationary employees are successfully fulfilling the duties and responsibilities of their role. Supervisors are also responsible for providing constructive feedback regarding workplace performance and conduct throughout the probationary period.

Human Resources shall be consulted regarding concerns that arise during an employee’s probationary period. At any time during the probationary period, employment may be terminated without notice due to unsatisfactory workplace behaviour and/or performance.

At the sole discretion of the Sooke School District, the probationary period may be extended to a maximum of one (1) year to further assess workplace behaviour and/or performance. Employees shall receive written notification should the probationary period be extended.