

STATEMENT OF POLICY AND PROCEDURE

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Subject: **PROBATIONARY PERIOD** | Sec 1, 1E

Reviewed 2023-03-03 | Revised: 2019-09-21 | **Effective: 2023-05-26**

SECTION 1 - 1.E

PROBATIONARY PERIOD

1. All employees shall have a probationary period, at the end of which, employees shall receive an evaluation by their supervisor. The results of the evaluation will determine whether permanent employment will be granted or withheld.
2. The Northern Lights Library System recognizes the need to have a probationary period during which time an employee will learn the expectations of the employer, will be evaluated, and may resign or be dismissed without penalty before permanent employment status is granted.
3. During the probationary period, unsatisfactory performance will result in termination in accordance with Alberta Labour Standards.
4. Probationary periods are as follows:
 - a) Executive Director – as per negotiated continuous employment contract.
 - b) Other employees three (3) months

NLLS Executive Board Chair

May 26, 2023

Date of Approval