

Probationary Period for New Employees

Purpose Statement-

The period of probation is an evaluation period whereby the organization through the use of consistent review measures, undertakes to ensure that a newly hired employee receives the necessary support and training to fulfill the requirements of the position to the satisfaction of the organization. Further, it is an opportunity for the organization to demonstrate to the newly hired personnel, all benefits of working for the organization along with fair and deserved recognition for their contribution in efforts to retain highly qualified and talented people for all positions within the organization.

Policy-

CCS hires full and part time staff to continuing positions. These staff members work during a probationary period of six months from the individual's commencement of employment. During the probationary period CCS will offer ongoing support and supervision aimed to assist the probationary employee's development and success in their role within the organization.

Toward the end of the probationary period the Principal solicit feedback from co-workers and constituents and will meet with the employee for a performance review based on the job description and the employee's fit with CCS and make a recommendation to the Council through the Human Resources Committee. Satisfactory performance during the probationary period will result in a recommendation that the employee be made a continuing employee of CCS. Unsatisfactory performance during this period of probation will result in the individual's termination during or prior to the last date of their respective probationary period.