

School District #62 (Sooke)

PROBATIONARY EMPLOYEES	No.: E-323
	Effective: June 22/81 Revised: Jan. 12/93;

SCHOOL BOARD POLICY

It is the responsibility of supervisors to ensure an evaluation of employees on probationary appointment, before termination of the period stated in the respective employment contract (i.e.: exempt employment contract, CUPE Collective Agreement, STA Collective Agreement).

For the policy regarding evaluations of Administrators, please refer to policy E-122.

Human Resources should be consulted about any concerns that arise during an employee's probationary period.

Human Resources will initiate a reminder to the supervisor two weeks before the probationary period is to expire. A copy of the completed probationary report, signed by the supervisor and the probationary employee, must be submitted to Human Resources prior to the end of the probation period.