

School District #62 (Sooke)

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

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-222.

Human Resources will be consulted about any concerns that arise during an employee’s probationary period. The supervisor will meet with the probationary employee at regular intervals throughout the probationary period to provide constructive feedback and direction.

Human Resources will initiate a reminder to the supervisor at least 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.