



PROBATIONARY PERIODS

PURPOSE

1. Probationary periods are an opportunity for the employing department to determine if the employee is suitable for the position.
2. The Government is committed to ensuring that new employees have an opportunity to learn their job and to succeed.

APPLICATION

3. These guidelines and procedures apply to all employees.

DEFINITIONS

4. The **Probationary Period**, for an employee is indicated below.
 - i. For all employees except teachers:
 - on initial appointment to a position at pay level 12 or lower, six months;
 - on initial appointment to a position at pay level 13 or higher, 12 months;
 - on transfer or promotion, six months.

Note: The Deputy Head of the employing department or public body may reduce or waive the probationary period.

 - ii. For teachers:
 - on appointment to a teaching position, two years, or until the employee has two years teaching experience in Nunavut, unless specified otherwise;
 - on promotion, up to one year.

PROVISIONS

5. An employee who is still on probation must obtain written authorization from the deputy head of the employing department/public body to apply on a Government competition. This is approved only in exceptional circumstances. The employee must submit the authorization with their resume prior to the closing date of the competition.

