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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.
 - (1) 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 Minister of Human Resources may extend, reduce or waive the probationary period on the advice of the deputy head.

- (2) 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 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.

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6. Extension of a probationary period for employees may be recommended to the Deputy Minister of Human Resources by the deputy head of the employing department or agency. The period of extension should not be longer than the original probationary period.
7. Employees covered by NEU Collective Agreement, probationary period may be extended only where the employer and the Union agree in writing specifically outlining the period covered by the extension.
8. Each employee is advised of the length of the probationary period in the letter of offer.
9. The supervisor advises probationary employees of the standard of conduct that is expected. The supervisor explains the rules of the work place to the employee.
10. During the first month of probationary employment, the employee's goals and objectives should be established by the supervisor.
11. The performance of probationary employees is carefully monitored by supervisors. If problems are identified, corrective action is taken.
12. A probationary employee who is not suitable for the position is rejected before the end of the probationary period. This means termination from the Government.
13. Before an employee who was promoted or transferred is rejected on probation, every effort is made to return the employee to the former position or equivalent position. Rejections on probation are explained in Section 1801.

AUTHORITIES AND REFERENCES

14. Nunavut Public Service Act
Section 20, Probation
Section 21, Rejection
15. Nunavut Public Service Regulations
Section 4, Probation

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16. Education Act
Section 53 - 54, Notice of Termination, Dismissal
17. Main Collective Agreement with NEU
Article 2.01 (bb), Probation
18. Collective Agreement with NTA
Article 18.02 - 18.06, Probation
19. Senior Managers' Handbook
Probation
20. Excluded Employees' Handbook
Probation

CONTACTS

21. For clarification or further information, please contact:

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