

## **SECTION 3**

### **RECRUITMENT AND STAFFING**

#### **3.02 PROBATION/TRIAL PERIOD**

**AUTHORITY:** CIVIL SERVICE ACT/ REGULATIONS

**ADMINISTRATION:** P.E.I. PUBLIC SERVICE COMMISSION  
GOVERNMENT DEPARTMENTS AND AGENCIES

|  |                              |             |               |
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## **1. PURPOSE**

1.01 The probationary period allows time for a mutual assessment by the Employer and Employee to determine if the position is a good fit for both the Employer and Employee. The purpose of this policy is to provide information on the policy and procedures regarding the management of the probationary period.

## **2. APPLICATION**

2.01 This policy applies to all appointments to positions in the classified division covered under the *Civil Service Act*. S.9.

## **3. PRINCIPLES**

3.01 The Probationary Period is an essential part of the selection process, providing supervisors with an opportunity for close observation of how the employee applies his/her skills and abilities and interacts with other employees and clients in the workplace.

## **4. POLICY/PROCEDURES**

### **4.01 New Employees**

#### **(a) Policy**

- (i) Every person entering the classified division, except provisional employees and employees appointed to training positions, shall be probationary for a period of one thousand (1000) hours worked in the position from the commencement of employment as a probationary employee.
- (ii) Employees appointed to an excluded position shall be subject to a probationary period which, unless otherwise stated, shall be (1000) hours worked in the position.
- (iii) An extension to the probationary period may occur. The Employee must be given written verification of the reason(s) for the extension within the existing probationary period.
- (iv) The employer may, at any time during the probationary

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period, give notice to the employee and to the Public Service Commission that they intend to reject the employee pursuant to s. 27.(2) of the Civil Service Act.

(b) Procedures

- (i) The supervisor provides the probationary employee with periodic assessments during the probationary period. The supervisor should use the Probationary Report Form (Attachment 5.01).
- (ii) During the probationary period, the supervisor should ensure the employee has been given:
  - a clear definition of the job duties and responsibilities;
  - reasonable expectations of performance;
  - an opportunity for discussion of performance; and
  - assistance in correcting problem areas.
- (iii) When a likely rejection becomes apparent, the supervisor should seek advice from the Human Resources Manager within the department.
- (iv) A supervisor who recommends the rejection of a probationary employee shall make the recommendation in writing to the Deputy.
- (v) A probationary employee who is rejected shall be provided a written notice of rejection signed by the Deputy Head or designate with reasons for the rejection. Unless the Public Service Commission appoints the employee to another position within the civil service, they cease to be an employee on the expiration of the period specified in the notice.
- (vi) Upon successful completion of the probationary period the Public Service Commission shall grant the employee an appointment as a permanent employee.

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4.02 **Employees Promoted, Transferred, or Recalled to a Classified Position**

(a) Policy

- (i) A permanent employee promoted, transferred, or recalled to a classified position shall be placed on a trial period in the new position for a period of five hundred (500) hours worked from the commencement of employment in the new position (refer to UPSE Civil Collective Agreement).
- (ii) The trial period may be extended for a further 500 hours, unless otherwise stated in the contract, and the Employee shall be given written notice of this extension prior to the completion of the initial trial period.

(b) Procedures

- (i) As with new employees, the supervisor should provide the trial employee with one or more periodic assessments during the trial period. The supervisor should use the Probationary Report Form (Attachment 5.01).

4.03 **Provisional Appointments**

- (a) When a person appointed to a provisional appointment obtains the necessary qualifications, they may be granted a Probationary appointment.
- (b) The Public Service Commission may count any portion of the time held as a provisional appointment as part of the probationary period.

**5. ATTACHMENTS**

5.01 Probation Report

PROVINCE OF PRINCE EDWARD ISLAND  
 PROBATION REPORT  
 (Instructions on Reverse)

|  |  |   |
|--|--|---|
| EMPLOYEE   |  | POSITION  |
| DEPARTMENT/AGENCY  | DIVISION   | DATE OF APPOINTMENT                               |
| DATE OF REVIEW   |  | PERIOD COVERED                                    |
| WHEN MEETING WITH THE EMPLOYEE:<br>1) State and discuss the primary responsibilities of this position.<br><br>2) Set review dates to discuss progress, assigned tasks and/or identified areas requiring improvement. |  |   |
| <b>Ratings:    1. Needs Improvement    2. Satisfactory    3. Very Good    4. Exceptional</b>   |  |   |
| 1.   | <u>QUALITY AND QUANTITY</u><br>Ability to Meet Deadlines<br>Ability to Accomplish Assigned Tasks<br>Supervision Required                         | <u>RATING</u><br>_____<br>_____<br>_____          |
| COMMENTS: _____<br>_____   |  |   |
| 2.   | <u>RELATIONSHIP AND COOPERATION</u><br>With Clients<br>With Peers<br>With Supervisors  | <u>RATING</u><br>_____<br>_____<br>_____          |
| COMMENTS: _____<br>_____   |  |   |
| 3.   | <u>WORK HABITS</u><br>Regularity of Attendance<br>Punctuality<br>Use of Equipment and Supplies   | <u>RATING</u><br>_____<br>_____<br>_____          |
| COMMENTS: _____<br>_____   |  |   |
| 4.   | <u>COMMUNICATION SKILLS</u>  | <u>RATING</u>                                     |
| COMMENTS: _____<br>_____   |  |   |
| 5.   | <u>ADAPTABILITY</u><br>Ease in Learning New Methods<br>Ease in Following Directions<br>Ability to Work Under Pressure<br>Problem-Solving Ability | <u>RATING</u><br>_____<br>_____<br>_____<br>_____ |
| COMMENTS: _____<br>_____   |  |   |
| _____<br>Date  |  | _____<br>Supervisor's Signature                   |
| <input type="checkbox"/> 375 hours <input type="checkbox"/> 750 hours <input type="checkbox"/> 1000 hours  |  |   |

Identify training/learning opportunities to assist the employee in completing assigned tasks and addressing areas requiring improvement.

**EMPLOYEE'S COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**REVIEWER'S COMMENTS AND RECOMMENDATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DEPUTY HEAD RECOMMENDATION**  
(to be completed at the end of the probationary period)

Grant Permanent Status     YES     NO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**INSTRUCTIONS**

**GENERAL**

The probationary period is an integral part of the selection process, and should be used to determine whether the employee is to continue in their probationary period, be granted permanent status, or have employment terminated.

**REFERENCE**

Civil Service Act, Regulations Part IV

**INSTRUCTIONS**

1. The supervisor shall assess the performance of the probationary employee at the specified intervals.
2. A completed copy of the report is to be forwarded to the Departmental HR Section.
3. Although most employees successfully progress through their probationary period, there are instances where employees are not suitable. When a likely rejection becomes apparent, advice should be sought from the Departmental Human Resources Manager.
4. Rejection may occur at any time during the probationary period, but should normally occur only as the final step in a series of assessments of the employee's performance.