

100.1 New Employees

The probationary period for all new employees including reinstated employees will be 12 months. Earlier certification may be granted at any time with a written request from the employing department and completion of a written performance evaluation of Level 2 or higher, subject to approval by the Director of Human Resource Services. Continued employment and certified status will depend upon the employee successfully completing the probationary period.

Employees on probationary appointment are entitled to the same rights and privileges as certified employees, except for the:

- a. Right to a hearing to review a disciplinary action which is based on unsatisfactory performance.
- b. Right to be placed on a re-employment list.
- c. Privilege of reinstatement.

Probationary employees do, however, have the privilege of being considered for transfer

For further information, refer to Human Resource Services Manual, Section 3 or the Personnel Section, Facilities Management.