



SECTION:	Human Resources General	APPROVAL DATE:
SUBSECTION:	Appointment to Positions of Added Responsibility	December 1, 1975
POLICY NAME:	Probationary Periods for Appointments to Positions of Responsibility	LAST REVISED:
POLICY NUMBER:	P.HRG.L.1	January 1, 1998

1. Any appointment to a position of responsibility shall be subject to a probation period.
2. Subject to Section 6 below, the probation period shall be for a period of one year or as established by the Board.
3. During the probation period the Director shall take those steps he considers necessary to evaluate the performance of the appointee.
4. Where, in the opinion of the Director, an appointee on probation is not succeeding, he shall so advise the appointee in writing and shall give suggestions for improvement.
5. From time to time the Director may discuss the performance of an appointee on probation with the Executive Committee and shall discuss the matter if there is a probability that an appointee may not be successful.
6. If, in the opinion of the Executive Committee, after consultation with the Director, the welfare of the Board and/or students requires that an appointee be removed from a position of responsibility before the end of a probation period, the Committee shall so recommend to the board. The Board may terminate the probation period and remove the appointee.
7. At the end of the probation period:
 - a) the appointee may be confirmed in his position of responsibility or
 - b) the probation period may be extended or
 - c) the appointee may be removed from his position of responsibility
8. At the end of the probation period the Director shall:
 - a) where the appointment was made by the Board, present his recommendations to the Board;
 - b) where the appointment was made by the Director, advise the Board of his decision.
9. For the purposes of this policy the following shall be considered to hold positions of responsibility:
 - a) supervisory officers
 - b) principals
 - c) vice-principals
 - d) supervisors

- e) curriculum coordinators
 - f) business officials for whom a major responsibility is the supervision of plant, transportation, assessment
 - g) any employee so designated by the board or Director
10. Nothing in this policy shall be construed to imply that an appointee to a position of responsibility, who has been confirmed in accordance with Section 7, shall be exempt from normal evaluative procedures. If, in the opinion of the Executive Committee consultation with the Director, the welfare of the Board and/or students requires that an appointee be removed from a position of responsibility, the Committee shall so recommend to the board, and the Board may remove such appointee.