

**3.2 EMPLOYEE/CONTRACTOR PROBATIONARY PERIOD****INTENT:**

LICA maintains the right to have a probationary period for all employees and contractors.

**3.2.1 DIRECTIVES:**

- 3.2.1.1** Employees/contractors will be provided with a written job description, including performance expectations.
- 3.2.1.2** Duration of Probationary Period will be clearly stated in the employee's/contractor's Employment Agreement.
- 3.2.1.3** By signing an Employment Agreement, the employee/contractor accepts the period of probation.

**3.2.2 IMPLEMENTATION:**

- 3.2.2.1** The probationary period for all employees will be ninety (90) days in accordance with Alberta Employment Standards Code, beginning on the date of hire.
- 3.2.2.2** At the end of the probationary period, a performance review will be completed by the Officers, or designate.
- 3.2.2.3** A written report of the performance review will be signed by the employee and the reviewer and filed in the employee's personnel file.
- 3.2.2.4** If the employee is considered unsatisfactory for permanent employment with the Association, the Officers or Executive Director will communicate this to the employee in writing.

Review Dates: September 27, 2006; June 11, 2009, November 28, 2016; June 28, 2017; February 5, 2020; April 24, 2023

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**Operational Policy: Personnel Policy 3.2 – Employee/Contractor Probationary Period**