

COMMUNITY LIVING DURHAM NORTH

PROBATIONARY PERIOD & PERFORMANCE ASSESSMENTS

Policy No: C-2 (Human Resources)

Effective Date: May 1, 2007

Last Revision: September 15, 2013

Last Review: April 16, 2021

Rationale

To ensure that the employment contract is prefaced by a probationary period during which the employer will have opportunity to properly assess the new employee's ability to satisfactorily perform the essential duties of their job; and, to ensure that all employees receive regular feedback and are clear about the agency's expectations and standards.

Policy Statement:

All new employees will have time-limited probationary status and towards the end of this probationary period they will meet with their manager and receive a written performance assessment.

Only after this initial assessment, and if it is favourable, will the agency commit itself to the individual, in the sense of recognizing their regular status. The probationary period also enables the employee to assess the agency, its goals, policies and procedures, and to determine at an early date whether or not to remain in its employ.

After the initial assessment, performance assessments will be conducted on a regular, annual basis. They are intended to be constructive and positive experiences. They are an opportunity for employees to develop insight into their strengths and weaknesses relative to their job performance, goals and objectives. At the same time, they offer employees an opportunity to become involved in determining their future career path and in mapping out ways in which they can be true participants in the agency's achievement of success. Most importantly, the assessment process enables employees to understand how they can contribute to the achievement of desired outcomes for the people we support.

Approved by: Jamie Ross

for the Board of Directors

Date: September 9, 2013

COMMUNITY LIVING DURHAM NORTH

PROBATIONARY PERIOD & PERFORMANCE ASSESSMENTS

Procedure No. <u>C-2-1</u> Probationary Period	Effective Date: <u>May 1, 2007</u> Last Revision: Last Review: <u>April 16, 2021</u>
--	--

- The probationary period for unionized employees will be as set out in our collective agreements.
- The probationary period for non-unionized staff will be six months of employment, regardless of employment status.
- Prior to the conclusion of their probationary period, each employee will participate, with their immediate Manager, in a Performance Assessment.
- Probationary periods, for non-unionized employees, will not be extended to accommodate unsatisfactory performance.

Procedure No.: <u>C-2-2</u> Performance Assessments	Effective Date: <u>May 1, 2010</u> Last Revision: <u>April 16, 2021</u> Last Review:
---	--

- The Performance Assessment is not disciplinary in nature. Serious performance issues will of course be noted on the written assessment, but as these should be addressed by the Manager on a day to day basis, as they arise, they need not be a central focus of the assessment meeting.
- Using a standard written format, the employee's Manager/Director will evaluate each competency, offer feedback, constructive criticism and comment, and make suggestions for professional growth.
- The employee is encouraged to appraise his or her own work, and to provide candid feedback concerning the Manager/Director's performance and the general operations of the agency.
- A copy of the Performance Assessment format will be kept on the server at *Agency Wide/Performance Assessments/choose the appropriate form.*

Procedure No.: C-2-3
Preparation for Assessment

Effective Date: May 1, 2007
Last Revision: February 2, 2024
Last Review:

- Managers will begin to prepare the performance assessment as new employees reach 500 hours of work (for part time employees) or 2 months of employment (for full time).
- The manager will contact the employee to schedule a date for the review, which must occur prior to the end of probation.
- The manager will send the *Yearly Performance Assessment Meeting* form to the employee to complete prior to the scheduled meeting.
- Prior to the meeting, managers will obtain input from the Team Leader, the management team and, with regard to issues like attendance/ absenteeism, from the HR department.
- In the preparation and conduct of the review, the manager will take into account the accessibility needs of employees who have a disability and of any existing accommodation plans.
- Should the employee disclose a disability, or the manager believes that one might be present, a discussion will take place concerning necessary and feasible accommodations.
- These might include, by way of example:
 - making documents available in accessible formats (for example, large print for people with low vision).
 - providing feedback and coaching in a way that is accessible to them (for example, allowing someone with a learning disability to record the conversation).
- Ideally, but not necessarily, the final Performance Assessment will reflect a consensus emerging out of a frank exchange of views.

Procedure No.: C-2-4
Completed Assessment

Effective Date: May 1, 2012
Last Revision: April 16, 2021
Last Review:

- The employee will sign their completed Performance Assessment indicating that they have participated in the assessment process.

- The *Yearly Performance Assessment Meeting* form will be reviewed during the meeting. This form is a tool used to encourage open communication between the employee and manager. The form tries to encourage employees to visualize themselves and their careers in future time, e.g. twelve months further along, and to articulate any career goals or aspirations they might have. In addition, the employee is offered opportunity to communicate how they feel about their current position and about the organization as an employer.
- The completed Performance Assessment will be filed centrally in the employee's personnel file and they will be given a copy.
- The Director may, at their discretion, elect to be present at any given Performance Assessment. Such participation will be random and will be for the sole purpose of assessing the Manager/Director's performance.

Approved by: Glenn Taylor
CEO

Date: February 2, 2024