

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Probationary Period	Revised Date:	Sept 8, 2018
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PROBATIONARY PERIOD

1. All employees shall have a probationary period, at the end of which time employees shall receive an evaluation by their supervisor. The results of the evaluation will determine whether permanent employment will be granted or withheld.
2. The Northern Lights Library System recognizes the need to have a probationary period during which time an employee will learn the expectations of the employer, will be evaluated, and may resign or be dismissed without penalty, before permanent employment status is granted.
3. Probationary periods are as follows:
 - a. Executive Director – as per negotiated contract.
 - b. All other NLLS Employees – three (3) months
 - c. Department heads shall receive a preliminary evaluation after three (3) months. The Executive Director will conduct this evaluation.
 - d. During the first three (3) months of the probationary period, unsatisfactory performance can result in termination without notice. (Employment Standards Code, Chapter E-10.2, 1988).

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval