

 <b>BOARD POLICY</b>	Policy Name: <b>Probation Period</b>	Policy Number: <b>3.5</b>	
	Approval Signature:	Section: <b>Personnel</b>	Page <b>1 of 2</b>
	Supersedes:		
	Approved by Board: <b>June 23, 2025</b>	Next Review Date: <b>2027</b>	
	Policy Contact (Position): <b>Executive Director</b>	Name of Responsible Committee: <b>Executive Committee</b>	

## **PROBATION PERIOD POLICY**

### **1. PURPOSE**

The purpose of this policy is to outline the principles and procedures governing wages, salaries, and salary adjustments at the Northern Association of Community Councils Inc. (NACC). This policy ensures that employees have the opportunity to understand their job requirements, while also providing the organization the ability to assess their performance and address any concerns.

### **2. AUTHORITY**

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

### **3. POLICY**

- (a) All new employees shall have a probationary period of three (3) months.**
- (b) The probationary period provides an opportunity for the employee to evaluate the job, and it provides the NACC an opportunity to carefully evaluate the employee's suitability for the job.
- (c) During the probationary period, corrective job instructions or disciplinary warnings shall be provided to the employee by their supervisor. If the employee fails to perform adequately, or does not respond to corrective job instructions or disciplinary measures, or any other reason deemed sufficient by their immediate supervisor, the employee may be dismissed at any time during the probationary period.

- (d) Term positions are not eligible for permanent status. If an employee is awarded a permanent position after the completion of a term position, the probationary period shall apply.

#### 4. **MONITORING AND REVIEW**

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

#### 5. **BOARD ACCEPTANCE**

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025