

Templates and policies from Eye Care Collective are provided for members and their practice of our service. Members and their practices may use this document as is, or as a starting point for their own documents. Eye Care Collective assumes no responsibility for the enforcement or effectiveness of its templates and policies.

# Probationary Period Policy

## INTENT

The probationary period for new (Practice Name) employees generally lasts for (Insert length) from the date of hire, but can vary depending on the complexity of the job. All new hires must undergo a probationary period. If the company in its sole discretion determines the probationary employee is not suitable for the position, then the employment relationship will be terminated with notice according to (Insert applicable provincial employment legislation).

## GUIDELINES

During the probationary period, (Practice Name) will evaluate the new hire's qualifications, skills, and performance within our company. The probationary period also gives the new hire the opportunity to decide if (Practice Name) is a place they feel comfortable and would like to work.

The given time frame of (insert length) does not constitute an obligation on the part of the company to retain the employee until the end of the probationary period. This period involves special orientation activities and closer and more frequent performance evaluations than those given to non-probationary employees. During this time or at any time of employment, the company or the employee may terminate the working relationship without cause or without advance notice, except as prescribed by law.

If the employee has not been available to work the full probationary period or performance has not met expectations, the company may extend the probationary period in its sole discretion.

**Caution: An employer may extend an employee's probationary period, but should do so with caution and within reason depending on the specific circumstances and statutory limits.**

Upon satisfactory completion of the probationary period, the employee will achieve a regular or part-time employee status and be eligible for most company benefits (exceptions include benefits that have a specific waiting period).

## ACKNOWLEDGEMENT AND AGREEMENT

I, (Employee Name), acknowledge that I have read and understand the Probationary Period Policy of Practice Name. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_