

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Probationary Period for Non-
Certificated Staff

PER #02

Revised: August 2025

Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states "the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."

Procedures

1. Once hired, all support staff shall be placed on a three (3) month probationary period, unless otherwise stipulated in their contract.
2. The probationary period allows the new employee to determine if the work, the hours, and the working conditions meet their expectations.
3. The probationary period allows Christ The Redeemer (CTR) Catholic School Division to determine if the new employee's skills and work habits meet the requirements of the position.
4. Any concerns the new employee and/or the new employee's supervisor may have shall be discussed and specific instructions shall be provided to attempt to address the concerns expressed. Documentation should be retained of the employee's progress in relation to the agreed upon criteria.
5. If required, CTR Catholic reserves the right to extend the probationary period to further evaluate the suitability of the employee to the position.
6. At any time during the probationary period CTR Catholic may inform the new employee that his/her employment will not be continued, and a new employee may inform CTR Catholic that they do not wish to continue their employment. Where appropriate a notice period of one (1) week shall be given.