

TORONTO SENIORS HOUSING CORPORATION (TSHC)

Probationary Period Policy

Effective date: 19 April 2022

Approval: Executive Team

Approval date: 19 April 2022

Revision date:

References:

- Sick Leave & Short-Term Disability Policy
- Discretionary Leave Policy
- Vacation Policy
- Floating Holidays Policy
- Maternity Leave Policy
- Parental Leave Policy
- Tuition Reimbursement Policy
- Benefit Waiting Period Policy

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Scope

This policy applies to permanent management and exempt employees of Toronto Seniors Housing Corporation.

Purpose

The probationary period is an opportunity for new employees to become proficient in their jobs and for managers to evaluate their performance. This policy sets out the rules and standards for

probation.

Application

- All management and exempt employees must serve a probationary period of six months actually worked. The probationary period must be stated in all offers of employment and is considered part of the initial employment contract.
- If an employee takes a leave or time off during the probationary period, the length of the period will be extended to reflect six full months of work.

Performance Management

The manager responsible should:

- conduct a performance review of each new employee at least two months before the end of the probationary period.
- provide notification in writing to the employee that they have satisfactorily completed their probationary period. Copies should be forwarded to People and Culture for the employee's corporate file.
- discuss any unsatisfactory performance issues with the employee as soon as the problem is identified, rather than at the end of the probationary period. Managers are required to notify payroll of any extension to the probationary period.

Employment Benefits Eligibility

After completion of the probationary period, which is six months actually worked, employees become eligible for the following employment benefits. Any extension to the probationary period for one month or more will also extend the eligibility for employment benefits.

Managers are required to notify People and Culture of extensions to the probationary period of one month or more.

- Vacation as per the vacation policy
- 6 paid sick days at 100% pay

- floating holidays
- group medical and dental
- maternity and parental leave top up payments
- tuition reimbursement
- Short term and long-term disability for permanent employees.