

## **Trust Support Staff**

### **Probation Period**

- An employee can complete only one probation period, unless they have a break in service as per Clauses 20.06 and 20.13 of NASA Common Provisions.
- Student employees are unable to complete a probation period.
- The letter of appointment for a Casual, Auxiliary, or Regular employee should always specify the probation period, if one applies.

<b>Employee Type</b>	<b>Probation Period Starts</b>
<b>Casual or Auxiliary</b>	On the first day that <u>all</u> of these conditions are met: <ul style="list-style-type: none"><li>a) The employee is working 40% or more of the regular hours of work specified for the job.</li><li>b) The work in the position is not intermittent.</li><li>c) The appointment on hiring is longer than the applicable probation period.</li></ul> When a Casual employee becomes Auxiliary in the <u>same position</u> , the probation period carries on uninterrupted.
<b>Regular</b>	At the start of the Regular appointment.

#### **Duration:**

A **probation period** is:

- a. 6 months for employees in positions from Grade 1 to 10, unless it is extended by up to 6 additional months for reasons outlined in writing, or
- b. 12 months for employees in positions from Grade 11 to 15, unless it is extended by up to 3 additional months for reasons outlined in writing.

The probation period of a Regular Trust employee will be reduced by the number of months of probation successfully completed as an Auxiliary Trust or Casual Trust employee. For this to occur, the employee must have become a Regular Trust employee in the same position with no break in appointment, the probation period must not have been complete, and the employee must have been performing the full scope of duties that would normally have been assigned to a probationary employee at the time.

#### **Transfers, Promotions, and Rehiring:**

- If an employee does not complete a probation period and is rehired within 4 months, a full probation period will be applied to the new appointment.
- If an employee changes jobs before completing a probation period, a full probation period will be applied to the new appointment.
- If an employee has completed a probation period in another position and is subsequently transferred or promoted, s/he will have a **trial period** of 3 months. See the *Trial Period* tip sheet for more information.
- If an employee has completed probation on a Casual or Auxiliary appointment in the same job but has not been performing the full range of duties, s/he will have a **trial period** of 3 months once appointed to full duties. See the *Trial Period* tip sheet for more information.