

Trust Support Staff

Trial Periods

- Once a probation period is completed with the University in a NASA Bargaining Unit position, a trial period applies with each change in position. See *Probation Period* tip sheet for more information.
- The trial period begins on the start date in the new position.
- A trial period applies when an employee is transferred, promoted, recalled, chooses to accept a position at a lower grade, or is rehired within 4 months; trial periods do not apply on disciplinary or involuntary demotions.
- An employee who completes probation on a Casual or Auxiliary appointment in the same job but has not been performing the full range of duties will have a trial period once appointed to full duties.
- A trial period is 3 months, unless it is extended by up to 3 additional months for reasons outlined in writing to the employee, the Union, and Employee Relations.
- The letter of appointment for a Casual Trust, Auxiliary Trust or Regular Trust employee should always specify the trial period, if one applies.

What happens if an employee is deemed unsuccessful during the Trial Period?			
Employee's Current Type	Employee's Former Type	Status of Previous Position or Job	Result
Casual Trust	n/a	n/a	<ul style="list-style-type: none"> • Employee is terminated from the position, in writing, and receives notice according to Employment Standards (see <i>Layoff</i> tip sheet for notice periods). • Retains service for 4 months, unless dismissed for just cause.
Auxiliary Trust			
Regular Trust	Casual Trust*	Former position is available and vacant	<ul style="list-style-type: none"> • Returns to former position. • Employee Type depends on the current number of hours in the bucket.
		Former position is not available and/or not vacant	<ul style="list-style-type: none"> • Employee is terminated from the position, in writing and receives notice according to Employment Standards (see <i>Layoff</i> tip sheet for notice periods). • Retains service for 4 months, unless dismissed for just cause.
	Auxiliary Trust*	Former position is available and vacant	<ul style="list-style-type: none"> • Returns to former position.
		Former position is not available and/or not vacant	<ul style="list-style-type: none"> • Employee is terminated from the position, in writing, and receives notice based on their length of service. • Retains service for 4 months, unless dismissed for just cause.
	Regular Trust*	Former position is available and vacant	<ul style="list-style-type: none"> • Returns to former position.
		Former position is not available and/or not vacant	<ul style="list-style-type: none"> • Receives full position disruption from the former position.

* If the employee's former type was Casual Operating, Auxiliary Operating or Regular Operating, Part A of the NASA Collective Agreement (Operating) applies – refer to the Operating tip sheet on this topic.