

PEGUIS FIRST NATION PROBATIONARY PERIOD ASSESSMENT POLICY

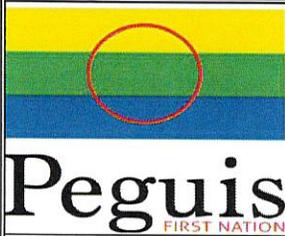
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Pages: 1 / 3

Table of Contents

1 Purpose	2
2 Scope of Applicability	2
3 Probationary Period Duration & Expectations	2
4 Probationary Period Assessment Procedure	2
5 Probationary Assessment Outcomes	2
5.1 Qualified for Regular Employment.....	2
5.2 Extension of Probation Period.....	2
5.3 Probationary Termination.....	2
6 Confirmation of Employment & Communication	3
7 Policy Review & Approval	3
8 Relevant Forms	3



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Pages: 2 / 3

1.0. Purpose

This policy establishes clear guidelines for managing the probation period, ensuring a structured and consistent evaluation of employee performance and suitability during the initial phase of employment.

2.0. Scope of Applicability

This policy applies to all full-time & part-time employees of Peguis First Nation, including those transferred to different departments or roles.

3.0. Probation Period Duration and Expectations

The probation period is six months for all full-time & part-time employees, starting from their employment or transfer date.

During this period:

- Employees are expected to meet performance standards and expectations based on the job description of their role.
- Employees transferred to a different department or role are required to complete a six-month probationary period.

4.0. Probationary Period Assessment Procedure:

- The department director or supervisor will conduct an assessment two weeks before the completion of the probation period.
- The Staff Probation Assessment Form (PFN-HR-15), provided by the HR Department, will be used for evaluating the employee's performance.
- The completed assessment form must be submitted to the HR Director at least one week before the probation period concludes.

5.0. Probationary Assessment Outcomes:

Based on the assessment, one of the following outcomes will be determined:

5.1. Qualified for Regular Employment:

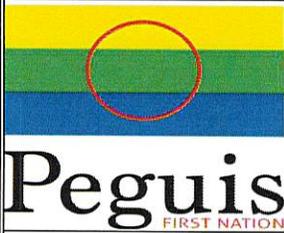
- Employees successfully meet the required performance expectations and are confirmed in their roles.

5.2. Extension of Probation Period:

- If improvement is required, the probation period may be extended for up to three additional months.
- Probation can only be extended once.

5.3. Probationary Termination:

- If performance is unsatisfactory during the initial or extended probation, employment will be terminated.



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Pages: 3 / 3

6.0. Confirmation of Employment and Communication:

- Employees will only be confirmed upon successful performance review and receipt of a written Confirmation Letter of Employment from the HR Department.
- Formal letters detailing the outcome of the probation period whether successful completion, extension, or termination will be issued by the HR Department.

7.0 Policy Review and Approval

- 7.1 This policy will be reviewed annually for effectiveness and updated as necessary.
- 7.2 Deviation to this policy requires final approval from the Executive Committee.

8.0 Relevant Forms

Staff Probation Assessment Form (PFN-HR-15)

The Peguis First Nation Executive Committee reviewed and approved this **Probationary Period Assessment Policy** 22 day of January 2026.

Peguis First Nation,



Chief Operating Officer

Chief Administrative Officer

Chief Financial Officer