

## EMPLOYMENT STATUS & RECORDS

### Probationary Period

- At *Company Name* we have a get-acquainted time for all new employees, a time when we get to know you and you get to know us. All new employees will serve a (90)-day probationary period. During this time, your ability and your work performance will be evaluated by your supervisor(s). If your work and attitude are satisfactory, you will become a full-time seasonal employee. However, your employment will be terminated if for any reason during the probationary period you are found unsuitable for continued employment.
- At any time during your probationary period, you are free to resign without giving notice and, conversely, you may be released by us on the same basis if we feel you are not meeting our required standards to perform the job.

**THE PRECEDING SECTION CONTAINS INFORMATION THAT IS COVERED BY PROVINCIAL LEGISLATION AND MAY BE CHANGED AT ANYTIME WITHOUT WARNING. IT IS SET OUT FOR YOUR REFERENCE ONLY. PLEASE CHECK YOUR APPLICABLE PROVINCIAL GUIDES FOR CURRENT INFORMATION, AND DO NOT RELY ON THE INFORMATION SET OUT HEREIN.**

### Personnel File

- Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify your manager as soon as possible. Your personnel file is confidential. Only the store manager and the executive staff have access to the information it contains. Here is a summary of the contents of your file:
  - a) Legal name, home address, home telephone number
  - b) Emergency contact, marital status, number of dependents
  - c) Drivers Abstract or status of driver's license, if you operate any *Company Name* vehicles
  - d) Application form filled out at the time employee applied for work
  - e) Results of reference checks
  - f) Regular evaluation reports made on working performance and attitude
  - g) Letters of commendations from supervisors
  - h) Letters of censure and/or discipline from supervisors
  - i) Matters relating to pay, Income Tax exemptions
  - j) Results of employee tests
  - k) All other personnel matters connected with an employee and his/her work as required by law
- Your personnel file is a record of facts about you and your job at *Company Name*. Some of these facts must be collected by law for tax, Employment Insurance benefits and pension reasons. Records of events including promotions, transfers, special assignments, and other changes are documented.