

Operating 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 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.
- A trial period applies when an employee is transferred, promoted, redeployed, 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.
- The letter of appointment for a Casual, Auxiliary or Regular 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	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 required notice periods) • Retains service for 4 months, unless they are dismissed for just cause. • If rehired within 4 months, the employee type for the next position depends on the appointment and/or the current number of hours in the bucket. • If rehired within 4 months, a new trial period applies.
Auxiliary			
Regular	Casual*	Former casual job still exists	<ul style="list-style-type: none"> • Returns to former position. • Employee type depends on the current number of hours in the bucket.
		Former casual job no longer exists	<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 required notice periods) • Must work within 4 months of date of reversion to retain service. • Employee type for next position depends on the appointment and/or the current number of hours in the bucket. • If rehired within 4 months, a new trial period applies.
	Auxiliary*	Former job or position still exists	<ul style="list-style-type: none"> • Returns to former position.
		Former position no longer exists and the end date for his/her appointment has passed	<ul style="list-style-type: none"> • Must work within 4 months of date of reversion to retain service. • Employee type for next position depends on the appointment and/or the current number of hours in the bucket. • If rehired within 4 months, a new trial period applies.
		Former position no longer exists, but the end date for his/her appointment has not passed	<ul style="list-style-type: none"> • Receives written notice according to the length of the former appointment, unless notice was provided previously. • Must work within 4 months of date of reversion to retain service. • Employee type for next position depends on the appointment and/or the current number of hours in the bucket. • If rehired within 4 months, a new trial period applies.
	Regular*	Former position still exists	<ul style="list-style-type: none"> • Returns to former position.
Former position no longer exists		<ul style="list-style-type: none"> • Receives full position disruption from the former position. 	

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