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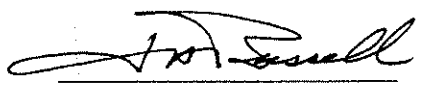
Letter of Agreement
Between
SaskPower
and
IBEW Local 2067

SaskPower agrees to implement changes to the administration of probationary periods, as contemplated in the current CBA, to fall in line with the principles outlined in the Company's general information document entitled "Managing Probation Periods", as amended and attached.

Both Parties acknowledge and endorse the principles outlined in that document and agree that it is a dynamic document, which will be subject to changes from time to time as dictated by experience in its application.

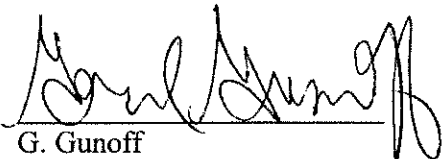
Agreed to this 19th day of January, 2000

For SaskPower:



J.A. Russell

For IBEW Local 2067:



G. Gunoff

Managing Probation Periods

Part 1: Why Do We Have a Probation Period?

1. The probation period is intended for supervisory staff to determine whether the employee is capable of filling the position they've been appointed to, or if a new employee is suitable for employment at SaskPower.
2. The probation review period provides an opportunity for two-way communication between the employee and his/her supervisor. Regular meetings should take place to provide feedback to the employee on their performance and to confirm their role and responsibilities.

Employment is discontinued (terminated) for new hires that are unsuccessful in their probation period. Employees who are appointed to another position through the bidding process, and do not pass their probation, are reverted to their former position.

Probation Periods are addressed in the Collective Bargaining Agreement as follows:

1. IBEW Collective Bargaining Agreement

A. **Initial Probation of an Employee New to SaskPower:**

Article 3.01 defines probationary employees as regular or seasonal employees who have not completed 60 days on the job. Any employee who proves not capable or unsuitable for the position they are hired to fill, subject to a proper assessment, may be terminated within the 60 day period.

Article 3.04 defines project employees. Although project employees are not subject to a formal probation period, they have seniority after 90 consecutive days on the job and their performance should be assessed in the same way as though they were on probation, to determine whether they are capable or suitable for future employment with the Company.

B. **Subsequent Probation for SaskPower Employees Changing Jobs:**

Article 12.10 refers to probation upon job appointment. It reads "An employee having been appointed to a position within or beyond the scope of this agreement shall be allowed up to 60 days on the job in which to prove capable of filling the position concerned." An employee, who does not prove capable, may be reverted to their former position, subject to proper assessment, prior to the expiration of the 60 day period.

NOTE: The 60 day probation period is in actual days on the job and does not include vacation, sick leave, BDO's, and other absences.

Part 2: How Do You Manage the Probation Period?

There are three key principles in managing probation periods:

1. Communicate expectations clearly.
2. Coach - provide ongoing feedback about job performance.
3. Document the above process.

Given the above three principles, you may then find it most appropriate to use one or more of the approaches below.

The supervisor is solely responsible for evaluating employee performance.

OR

The supervisor assembles a probation review "team" as described below:

- Determine who will assist in assessing the employee during the probation period. It is best to have more than just the out-of-scope supervisor involved in the review, if possible.
- The supervisor may not always be on site to monitor the employee's performance and behaviour. This also helps to remove any perception of bias, discrimination or favoritism.
- The team would include the out-of-scope supervisor, as well as the in-scope supervisor, if applicable, as well as co-workers. The Union office will be consulted when in-scope staff are utilized on the team.
- However, the out-of-scope supervisor makes the final decision with the team member's input.
- From the beginning of the probationary period, all individuals involved should know their roles in the process.

Having determined your approach, follow these steps:

1. Make your expectations clear to the employee.

- The first meeting should be part of the orientation process and should be held on the first day of the appointment or as soon as possible after the employee starts in the job. In this meeting you should clearly state the expectations that you have of the employee and as well as to inform him/her about how the probation period will be managed. If possible, the probationary review team should be present at all review meetings with the employee.
- Expectations should not only include the technical aspects of the job, but also such things as safety, quality, customer service, production level, conduct, demeanor, co-operation, integrity, punctuality, etc. If the new position includes supervisory responsibilities, those should also be reviewed.

- Make the employee aware of the consequences of not performing the duties of their position satisfactorily. That is, the employee should understand what reversion means and why and how it would occur.

2. Conduct regular performance review meetings

- Performance review meetings should be scheduled throughout the entire probation period, not just at the end. These meetings give the supervisor or review team an opportunity to assess the employee's performance on a regular, structured basis and to give the employee feedback (both positive and constructive) on their performance. This gives the employee a chance to make adjustments, if necessary. This also provides the employee a formal opportunity to clarify anything they are unclear about.
- These meetings may be scheduled on a weekly or biweekly basis initially. If problems are identified, meet on a more frequent basis to ensure that the employee knows how he/she is doing and is provided the opportunity to correct the problem. Document each meeting, using your own format, or following one of the samples provided by Human Resources.
- Advise the employee of any shortcomings and document them for future reference. Review these items again at the next meeting to see if the employee is making corrections. Make sure you determine what help if any is required to resolve the problem.
- If the problems have the potential to be serious or are not being corrected, you should involve your HR Business Unit Representative. You should also involve a shop steward and notify the IBEW business office.
- Provide positive feedback to the employee in the areas where he/she has performed satisfactorily.
- The final meeting would determine whether or not to confirm the employee in the position. Contact HR with your decision.
- If it becomes apparent before the end of the probation period that the employee is not capable of filling the position, you can proceed with the reversion.
- The probation period is a period where an employee's performance is closely monitored and it provides an opportunity for the supervisor to deal with performance problems early. Once the probation period has elapsed, performance management is still very important. Continue to provide ongoing coaching and feedback on performance.

Part 3: If Things Don't Work Out...

Reversion or Termination

- It should be of no surprise to the employee that they are being reverted. The performance review meetings would have provided many opportunities for the employee to become aware of the problem and to make corrections. The union office will be advised in writing of the performance deficiencies.
- Employees should be aware of the consequences of not performing the duties of their position satisfactorily: i.e., reversion, or the case of a new hire, termination. This should be reinforced at the performance review meetings if problems persist throughout the probation period.
- Reversion or termination due to unsatisfactory performance or unsuitability is not a form of discipline; it is a management right to determine an employee's abilities during a probation period and to take remedial action if necessary. However, management has to be able to prove that the decision to revert or terminate was not discriminatory, arbitrary or done in bad faith. This is the reason for laying out the expectations, the meetings, the documentation, and providing the employee with feedback. An employee who has been reverted from a position does not forfeit the right to reapply for that position in the future, assuming of course, that the employee has taken remedial action to address the problem areas identified during his original probationary period.