



## MINISTRY OF LABOUR

82 Brickdam, Georgetown  
Guyana, South America

Tel: 592 227-3133 | 592 227-3135

Tel: 592 226-6997 | 592 226-8739

Tel: 592 223-7288 | 592 225-7302

### BRANCHES:

#### REGION 1 – PORT KAITUMA

Regional Democratic Council  
Compound, Port Kaituma  
Barima-Waini

#### REGION 2 – ANNA REGINA

Lot 'C' East Public Road  
Anna Regina  
Essequibo Coast  
(Next to the Health Centre)

#### REGION 3 – POUDEROYEN

Klien Pouderoyen  
West Bank Demerara, Guyana  
Tel: 592 264-2168  
Tel: 592 264-2169

#### REGION 5 – MAHAICONY

Sub Regional Office  
Next to Mahaicony Hospital  
Region 5, Mahaicony  
East Coast Demerara  
592 221-2460

#### FORT WELLINGTON

Regional Democratic Council  
Compound, Region 5  
Fort Wellington, West Coast  
Berbice  
Tel: 592 232-0994

#### REGION 6 –

##### NEW AMSTERDAM

Princess Elizabeth Road  
New Amsterdam, Berbice

Tel: 592 333-3327

Tel: 592 333-3266

#### REGION 6 – CORENTYNE

Lot 12 Springlands  
Corriverton, Corentyne Berbice  
Tel: 592 335-4330

#### REGION 7 – BARTICA

Youth Choice Training Center  
Mongrippa Play Field  
Bartica, Essequibo River

#### REGION 9 – LETHEM

Incubator Centre Industrial Site,  
Lethem

#### REGION 10 – LINDEN

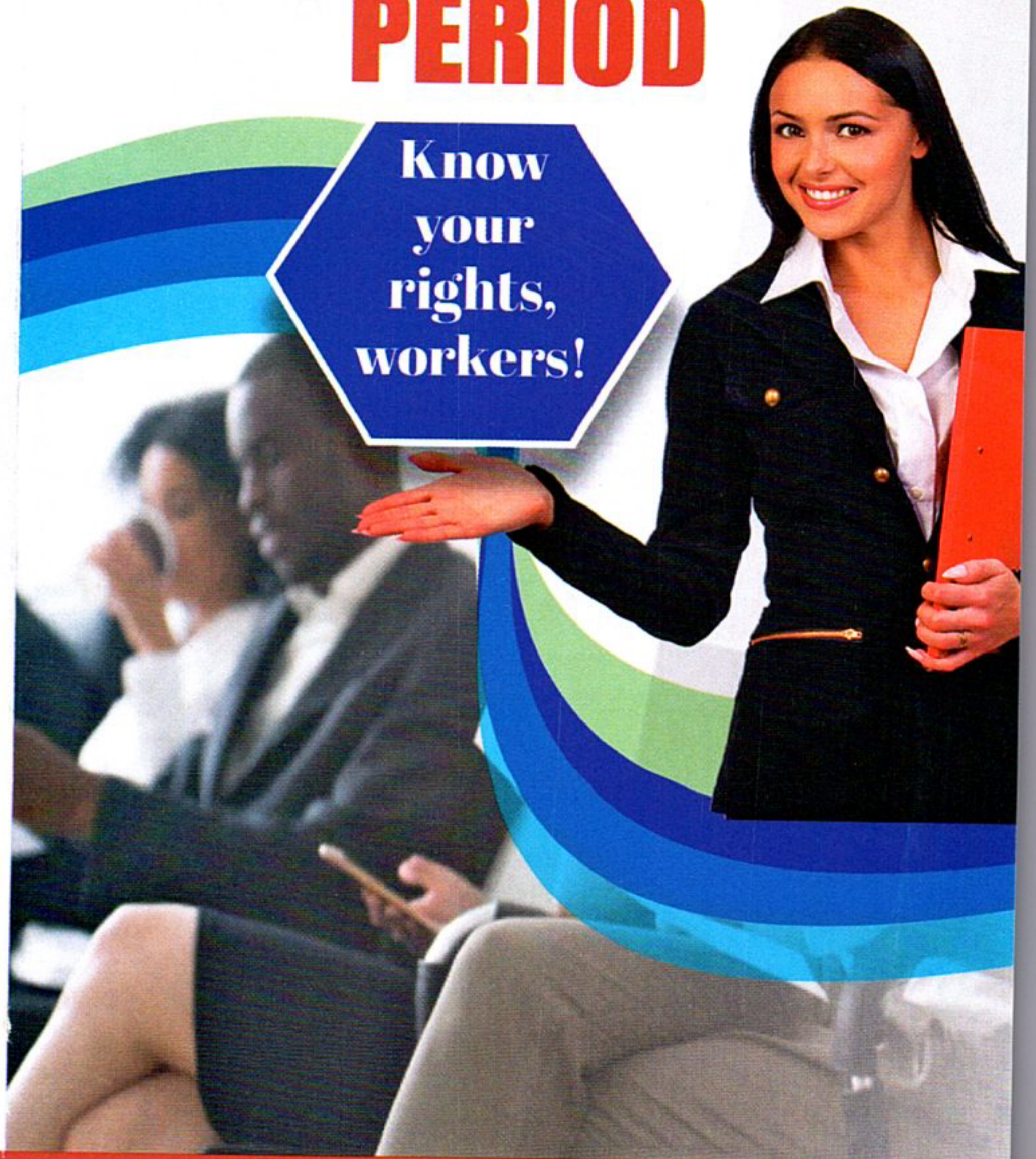
Ministry of Housing  
Compound,  
Crabwood Street  
MacKenzie, Linden  
Tel: 592 444-6299



## MINISTRY OF LABOUR

# THE PROBATIONARY PERIOD

Know  
your  
rights,  
workers!





### WHAT IS THE PROBATIONARY PERIOD:

- The probationary period is a trial period for new employees, and the employer can use this period to assess if an employee is suitable and capable for the job.
- A probationary period of three (3) months is provided for in Termination of Employment and Severance Pay Act (TESPA). However, the employer and employee can agree to extend the probationary period for a longer period.

(Section 2 of TESPA 1997).

### THE WORKER/PROBATIONER SHOULD:

- Ask for details of the probation.
- Request a written job description.
- Prove his/her suitability for the job.
- Comply with all company rules, policies, procedures and standards.
- Attend to the employer's business in a timely manner.
- Provide feedback, especially during assessments.
- Ask for written confirmation of employment, or extension of the probationary period in writing.

### TERMINATION OF EMPLOYMENT DURING THE PROBATIONARY PERIOD:

- Either the employer or employee could terminate the Employment Contract, during the probationary period for any reason and without notice.

(Section 9 of Termination of Employment and Severance Pay Act 1997).

### CHARACTERISTICS OF THE PROBATIONARY PERIOD:

- Should be in writing, and written into an employment contract.
- Generally used for newly hired workers.
- The employee receives the same leave entitlement as if they were permanent.
- The employee should be treated equal to all other employees.

### THE EMPLOYER SHOULD:

- At the start of the worker's employment, inform the worker that he/she is on probation, and the duration of his/her probationary period.
- Ensure the worker has a written job description.
- Establish realistic performance standards, and have clear measures for evaluating and monitoring the work performance of the workers.
- Conduct periodic evaluation and address performance shortfall during the probation by way of continuous evaluation, counselling, training, and guidance.
- Keep records of meetings with the employee and resolutions agreed upon between the employer and the worker to improve the worker's performance.
- Inform the worker of a possible extension of his/her probationary period.
- Avoid continuous and prolonged extension of the probationary period.
- Confirm employment in writing before the end of the probationary period.