

Section/Number: Human Resources – 012	Approval Date: (DD/MM/YY)
Subject: Probation	Amendment Dates:
<p>Policy</p> <p>All new employees and employees transferring or being promoted to a new position will be subject to a probationary period as outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The probationary period is an opportunity for the Community Government to determine if the employee is qualified and suitable for the position. 2. Employees will be advised of the length of their probationary period in their Letter of Offer. 3. The probationary period for all employees is as follows: <ol style="list-style-type: none"> 3.1. Twelve (12) months for all new employees in Management, Supervisory and Officer level positions. 3.2. Six (6) months for all employees transferring or being promoted to all positions. 3.3. Six (6) months for all new employees in all other positions. 4. The Senior Administrative Officer (SAO) or his/her delegate is responsible for advising employees on probation of the standard of performance that is expected and the rules of the work place within the first week of employment. 5. The SAO or his/her delegate is responsible for monitoring the performance of an employee on probation: <ol style="list-style-type: none"> 5.1. The SAO/delegate is responsible for identifying problem areas and developing ways in which to assist the employee 5.2. The SAO/delegate is also responsible for identifying areas where the employee is performing well. 5.3. The SAO/delegate will meet with the employee prior to the end of the probationary period to advise the employee of his/her status. 6. Employees who are on probation are not entitled to salary increments. 	

7. Employees who are on probation will not be considered on other Community Government positions without the consent of the SAO.
8. Probationary periods may be extended for employees whose performance does not meet specified standards but who may perform at a satisfactory level with further training, development and/or experience.
9. An employee on probation who is not suitable for the position will be rejected during the probationary period and his/her employment with the Community Government will be terminated (see Policy HR – 024 Termination of Employment) or, he/she will be assigned to a position more suited to his/her abilities at the rate of pay of the new position.
10. Employees can only be rejected on probation if the employee has been advised of problems of performance and/or suitability.

Attachments

N/A

References

HR – 024 Termination of Employment