

Municipality of West Elgin

Schedule "A" to By-Law #2020-XX

Policy HR-3.4 Probationary Period Policy

Effective Date: November 1, 2020

Review Date:

Policy Statement

1.01 To outline the probationary period applicable to all employees.

Policy

- 2.01 A probationary period of one (1) year shall apply to the Chief Administrative (CAO) Officer. A period of six (6) months shall apply to Department Heads, all other salaried employees and all other full-time hourly employees. Permanent Part-Time, Casual, and seasonal employees shall serve a probationary period equivalent to the Full Time Equivalent (FTE) service of three months.
- 2.02 All employees shall receive a performance review prior to the end of their probationary period.
- 2.03 At least thirty (days) prior to the end of the probationary period, the Supervisor shall recommend to the Department Head and the Chief Administrative Officer:
- (a) whether full-status shall be granted to the probationary employee; or
 - (b) whether the probationary period be extended for a further period; or
 - (c) arrangements be made to terminate the probationary employee.
- 2.04 The CAO shall report to Council when full-time status is recommended for the positions of Clerk, Department Heads and Supervisors. Such recommendations shall require Council's authorization by resolution.
- 2.05 Upon successful completion of the probationary period, an employee shall be eligible for benefits in accordance with the terms and conditions of the group Benefits Plan, which is subject to change from time to time.
- 2.06 Part-time employees who become full-time employees: If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the probationary period required under Clause 2.01.