

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-3.4
Section:	Recruitment and Selection	Effective Date:	Feb 14/98
Subject:	<b>Probationary Period</b>	Revision Date:	Dec 15/11
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**1 PURPOSE:**

1.01 To outline the probationary period applicable to all full-time employees.

**2 POLICY:**

2.01 A probationary period of six months shall apply to all full-time employees

2.02 At the end of this period, the supervisor shall recommend to the Administrator:

- (a) whether full-status shall be granted.
- (b) The probationary period be extended for a further period.
- (c) The employee be terminated.

2.03 The Administrator shall report to Council when full-time status is recommended for the Superintendents and Clerk and Council shall authorize by resolution.

2.04 Council shall determine when the probationary period for the Administrator/Treasurer is complete and authorize by resolution the full-time status of the Administrator/Treasurer.

2.05 Remuneration

- (a) With the exception of management positions, the employee may receive a raise every six months to reach the job rate at the end of a two year period.
- (b) An employee shall be eligible for benefits in accordance with the requirements of the group insurance plan and Ontario Municipal Employees Retirement Systems Act (OMERS).

2.06 Part-time employees who become full-time employees shall be treated as follows:

- (a) 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.
- (b) If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the raise to be received and that the requirements under clause 2.05(a) be adjusted accordingly by the time he/she has worked.

**3 ADMINISTRATION:**

3.01 Administrator/Superintendents shall follow this policy.

**4 ATTACHMENTS:**

4.01 None

Council authorization: By-law 98-06  
By-law 2004-89  
By-law 2010-71  
By-law 2011-87