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# PROBATIONARY PERIOD

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: July

Related Bylaw: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to provide a period of time to evaluate the capabilities, attitude and work habits of a new employee.

## **Guidelines**

All employees are required to complete a probationary period prior to assuming permanent status.

The Village will use this period to evaluate the capabilities, attitude and work habits of a new employee.

The probationary period for a new employee is three months from the date of hire, with the exception of the CAO.

The probationary period for the CAO is six months from the date of hire.

The length of the probationary period may vary from the waiting period for benefits.

If during or at the conclusion of the probationary period, in the employer's opinion, the employee has performed unsatisfactorily or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such termination shall be given.

Council may extend a probationary period up to a maximum of one year (twelve months) from the date of hire.