

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 - Probation
SOURCE: Council Minutes
SECTION: Report 10
DATE ENACTED: October 23, 2006
DATE OF AMENDMENT:

SUBJECT:

Probation

INTENT:

To define the probationary period of employees and related activities.

SCOPE:

This policy applies to all permanent full-time employees.

PROCEDURE / IMPLEMENTATION:

NON-UNION

1. The employment of each employee shall be considered probationary during the first six months of his or her employment. The employees recognize that each of their positions is a separate office, to be filled in the event of vacancy by the Town.
2. The activities and milestones within the Performance Management Cycle as defined in the Performance Management policy shall be followed for all probationary employees.
3. A letter regarding the outcome of the probationary period shall be written by the employee's manager and placed in the employee's personnel file.

UNION

1. The employment of each employee shall be considered probationary during the first ninety (90) calendar days of his or her employment. The probationary period may be extended only upon written mutual agreement between the Parties hereto.

2. A letter regarding the outcome of the probationary period shall be written by the employee's manager and placed in the employee's personnel file with a copy to the Union.