



EMPLOYMENT POLICY MANUAL

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| Subject: Probation Period | Approval Date: July 17, 2013 | By-Law No. 1785-13 |
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3.3 PURPOSE

The purpose of this policy is to allow time for mutual assessment to the suitability of the job for the employee, and the suitability of the employee for the job.

The given time frame of probation does not constitute an obligation on the part of the Municipality to retain the employee until the end of the probationary period. This period involves special orientation activities plus closer and more frequent performance evaluations than that given to regular employees.

During the probationary period the Municipality or the employee may terminate the working relationship without cause and/or without advance notice, except as prescribed by law.

The employee must demonstrate the knowledge, skills, abilities, quality of work and positive attitude towards the job, people and organization.

1. LENGTH OF PROBATION PERIOD

1.1 For all permanent non-union employees – six (6) months.

1.2 For all union full time and regular part time and seasonal employees – four hundred and eighty (480) hours actually worked.

2. COMMUNICATION

The employee's Supervisor must communicate an understanding of the job and performance expectations as well as provide appropriate guidance and leadership.

3. GENERAL

1.1 Probationary evaluations for permanent non-union employees shall be completed at the end of the second, fourth and prior to the end of the sixth month of employment from the date of hire.

1.2 Probationary evaluations for full time, regular part time and seasonal employees shall be completed at the end of one hundred and sixty (160) hours, three hundred and twenty (320) hours and prior to the end of the four hundred and eighty (480) hours from the date of hire.

1.3 During each of the three (3) periods, the immediate supervisor shall complete the Probation Employee Review forms.



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- 1.4 At the beginning of each review period, the immediate Supervisor shall review all criteria on the Employee Probation Evaluation Part I with the employee. (Non-Union Employee Probation Evaluation Form attached as Appendix A and Union Employee Probation Evaluation Form attached as Appendix B).
- 1.5 The final evaluation shall be documented on the Employee Probation Evaluation Part II. (Attached as Appendix C).
- 1.6 Where areas for improvement are determined, the immediate Supervisor shall inform the probationary employee in writing. Further, the immediate Supervisor shall outline in writing, the actions needed to improve work performance.
- 1.7 Where an extension to the probation period is determined necessary, it shall be reflected on the Probation Review form. An extension shall not exceed four hundred and eighty (480) hours. The immediate Supervisor will document action needed to successfully completed probation.
- 1.8 Any extensions to the probation period shall be recommended by the immediate Supervisor and agreed to by each respective employee and/or their bargaining representative and shall be reflected upon in the probation evaluation.
- 1.9 If in the immediate Supervisor's discretion, the trainee is unsuitable for the employment offered, does not perform satisfactory or is unwilling or unable to properly carry out the duties, employment may be terminated without notice any time during the probation period or subsequent to a review of performance during the probationary period.
- 1.10 All information pertaining to probation evaluations shall be submitted to the Human Resources Manager and forwarded to the Chief Administrative Officer before being placed in each employee's respective personnel file.

APPENDIX A - EMPLOYEE PROBATION EVALUATION – PART I

NON-UNION EMPLOYEE PROBATION EVALUATION

THE MUNICIPALITY OF RED LAKE

Name: _____ Position: _____

Location: _____ Start Date: _____

Term: 2 Months 4 Months 6 Months

Ratings: **(E) Expectations Met** **(BE) Below Expectations** **(P) Poor**

| Category | TERM 1 | | | TERM 2 | | | PRIOR TO END OF TERM | | |
|---|--------|----|---|--------|----|---|----------------------|----|---|
| | E | BE | P | E | BE | P | E | BE | P |
| LEADERSHIP | | | | | | | | | |
| PLANNING/ORGANIZATION/CONTROL | | | | | | | | | |
| ANALYSIS | | | | | | | | | |
| JUDGEMENT | | | | | | | | | |
| DECISIVENESS | | | | | | | | | |
| WORK ETHIC | | | | | | | | | |
| INITIATIVE | | | | | | | | | |
| BEHAVIOUR/FLEXIBILITY | | | | | | | | | |
| SENSITIVITY | | | | | | | | | |
| PERFORMANCE/STABILITY | | | | | | | | | |
| COMMUNICATIONS (both oral and written) | | | | | | | | | |

Overall Assessment: Expectations Met Below Expectations Poor

APPENDIX B - EMPLOYEE PROBATION EVALUATION – PART I

UNION EMPLOYEE PROBATION EVALUATION

THE MUNICIPALITY OF RED LAKE

Name: _____ Position: _____

Location: _____ Start Date: _____

Term: 160 Hours 320 Hours 480 Hours

Ratings: **(E) Expectations Met** **(BE) Below Expectations** **(P) Poor**

| Category | TERM 1 | | | TERM 2 | | | PRIOR TO END OF TERM | | |
|---|--------|----|---|--------|----|---|-------------------------|----|---|
| | E | BE | P | E | BE | P | E | BE | P |
| LEADERSHIP | | | | | | | | | |
| PLANNING/ORGANIZATION/CONTROL | | | | | | | | | |
| ANALYSIS | | | | | | | | | |
| JUDGEMENT | | | | | | | | | |
| DECISIVENESS | | | | | | | | | |
| WORK ETHIC | | | | | | | | | |
| INITIATIVE | | | | | | | | | |
| BEHAVIOUR/FLEXIBILITY | | | | | | | | | |
| SENSITIVITY | | | | | | | | | |
| PERFORMANCE/STABILITY | | | | | | | | | |
| COMMUNICATIONS (both oral and written) | | | | | | | | | |

Overall Assessment: Expectations Met Below Expectations Poor

APPENDIX C - EMPLOYEE PROBATION EVALUATION – PART II

Employee Name: _____

Supervisor's Comments:

Employee's Comments:

This probation review has been discussed with the employee, who has been recommended for:

- Continuance
- Retention
- Extended Probation (only to used under exceptional circumstances and must state action necessary before next review period)
- Dismissal

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Provide the employee with a copy and forward the original to the Human Resources Manager.