		POLICY
SECTION: HUMAN RESOURCES		NO: HR-PR-01
REFERENCE: PROBATION	Date: October 9, 2020	
		Next Review Date: October 2022

TITLE: PROBATION

1.0 PURPOSE

- 1.1 The purpose of this policy is to allow time for a mutual assessment as to the suitability of the job for the employee, and the suitability of the employee for the job. All new hires (as a permanent employee) must undergo a probationary period.

- 1.2 During the probationary period, the City of Dryden will evaluate the new employee's qualifications, skills, abilities, quality of work and a positive attitude towards the job, people and organization. The probationary period also gives the new employee the opportunity to decide if the City of Dryden is a place that they feel comfortable and would like to work.

2.0 LENGTH OF PROBATION PERIOD

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

- 2.2 For all permanent International Brotherhood of Electrical Workers Local 1730 (IBEW) employees – four (4) months worked.

- 2.3 For all permanent union employees – the provisions set forth in the Collective Agreement shall be followed.

- 2.4 The given time frames above do not constitute an obligation on the part of the City of Dryden to retain the employee until the end of the probationary period. During this time or at any time of employment the City of Dryden or the employee may terminate the working relationship without cause and/or without

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advance notice, except as prescribed by law. Subsequently, if the City of Dryden, in its sole discretion, determines the probationary employee is not suitable, then the employment relationship will be terminated in accordance with the Employment Standards Act (ESA) or the Canada Labour Code (CLC), whichever is applicable.

- 2.5 At the end of the probationary period, if the nonunion employee has not been available to work the full probationary period or work performance has not met expectations, the length of the probation may be extended by the City of Dryden at its sole discretion.
- 2.6 At the end of the probationary period, if the union employee has not been available to work the full probationary period or work performance has not met expectations, the length of the probation may be extended by mutual agreement.

3.0 COMMUNICATION

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

4.0 PROCEDURES

- 4.1 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 start date.
- 4.2 Probationary evaluations for permanent International Brotherhood of Electrical Workers Local 1730 (IBEW) employees shall be completed at the end of the second month and prior to the end of the fourth month from the start date.
- 4.3 During each of the review periods, the immediate Supervisor shall complete the Probation Employee Review forms.
- 4.4 At the beginning of each review period, the immediate Supervisor shall review all criteria on the Employee Probation Evaluation Part I with the employee.

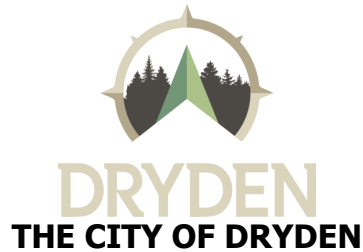
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- 4.5 The final evaluation shall be documented on the Employee Probation Evaluation Part II.
- 4.6 Where areas for improvement are determined, the immediate Supervisor shall inform the probationary employee in writing, including the actions needed to improve work performance and provide regular feedback.
- 4.7 Where an extension to the probation period is determined necessary, it shall be reflected on the Probation Employee Review form. An extension shall not exceed three (3) months. The immediate supervisor will document action needed to successfully complete probation and shall be reflected upon in the probation evaluation.
- 4.8 All information pertaining to probationary evaluations shall be forwarded to the Human Resources Department and placed in each employee's respective personnel file.

History			
Approval Date:	December 6, 2004	Approved by:	Council Resolution
Amendment Date:	August 27, 2018	Approved by:	Council By-law 4575-2018
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

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EMPLOYEE PROBATION EVALUATION – PART I – UNION (IBEW) EMPLOYEE

Name: _____ **Position:** _____

Location: _____ **Start Date:** _____

Term:

☐ At 2 months

☐ Prior to 4th month

Ratings: (E) Expected (BE) Below Expected (P) Poor

CATEGORY	TERM 1			PRIOR TO END OF TERM		
	E	BE	P	E	BE	P
COMPATIBILITY: Comments:						
DEPENDABILITY: Comments:						
QUALITY/QUANTITY OF WORK: Comments:						
INITIATIVE: Comments:						
APPROACH TO HEALTH AND SAFETY MATTERS: Comments:						

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CATEGORY	TERM 1			PRIOR TO END OF TERM		
	E	BE	P	E	BE	P
KNOWLEDGE OF WORK: Comments:						
ATTITUDE: Comments:						
EQUIPMENT SKILLS: Comments:						
COMMUNICATIONS: Comments:						
DECISION MAKING AND PROBLEM SOLVING: Comments:						
ATTITUDE: Comments:						

Overall Assessment:

☐ Expected ☐ Below Expected ☐ Poor

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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 be 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 Department.

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