

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-11
<b>POLICY:</b> Probation			
<b>DATE:</b> NOV30/94	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

All newly hired employees are subject to a probationary period from the date of hiring. Permanent appointment as an employee of the County of Renfrew is conditional upon satisfactory performance during the formal probationary period.

**PROCEDURE:**

1. Consult the appropriate **Collective** Agreement for any deviations to the items below.
2. The following apply to union employees (full-time and part-time):
  - (a) Each Collective Agreement stipulates the probationary period applicable to the full-time and part-time employees under the agreement.
  - (b) A first probationary assessment is completed by the supervisor on or before 50% (or five (5) months) of the probationary period has been completed.
  - (c) The final probationary assessment is completed by the supervisor prior to the completion of the probationary period. The supervisor/Department Head advises the Human Resources Department of the employment continuation decision.
3. The following apply to non-union employees (full-time):
  - (a) The probationary period for full-time non-union employees is six (6) months.
  - (b) Within the first four weeks of employment, the employee and their supervisor will establish performance goals for the position.
  - (c) A four (4) month probationary assessment including rating of competencies and performance goals is completed by the supervisor and the Department Head and forwarded to the Human Resources Department.
  - (d) Prior to completion of the probationary period, the Department Head reviews the probationary period and rates the competencies and performance goals with the Employee and advises the Human Resources Department of the employment continuation decision.
  - (e) At the discretion of the Chief Administrative Officer/Clerk, the probationary period may be extended to a maximum of one (1) year.
  - (f) During their probationary period, employees are entitled to all rights and privileges except with respect to discharge.

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- (g) Employment of such employees may be terminated at any time during the formal probationary period without recourse to the appeal procedure (see Corporate Policy A-13 – Termination).
4. The following apply to non-union employees (part-time):
- (a) Non-union part-time employees working in classifications that are normally eight (8) hours per day are on a probationary basis for a period of one-thousand and forty (1040) working hours from the most recent date of hire.
  - (b) Non-union part-time employees working in classifications that are normally seven (7) hours per day are on probation for a period of nine-hundred and ten (910) working hours from the most recent date of hire.
  - (c) A probationary assessment including a rating of the competencies and performance goals is completed by the supervisor on or before 75% of the probationary period is completed.
  - (d) The assessment is signed by the employee, the supervisor, and the Department Head, and forwarded to the Human Resources Department.
  - (e) Prior to completion of the probationary period, the Department Head reviews the probationary period and rates the competencies and performance goals with the employee and advises the Human Resources Department of the employment continuation decision (if any).
5. It is the responsibility of the Department Head to ensure that the performance of a probationary employee is monitored and that proper documentation is completed and forwarded to the Director of Human Resources at both the first assessment date and the final assessment date.
6. The decision to dismiss a probationary employee is made by the Department Head in consultation with the Director of Human Resources. If a decision is made to dismiss the employee, notice, if applicable, is given in accordance with the policy on termination (see Corporate Policy A-13 – Termination).
7. After completion of the probationary period, seniority is effective from the employee's last date of hire.