

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 9 PROBATIONARY PERIOD

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to provide new employees with a probationary period to assess their skills and abilities to perform the job in a full time capacity.

Policy Directions

1. New full time employees shall, upon commencement of employment, be hired on a probationary period for up to six months.
2. During the probationary period, the employee shall be monitored by his/her supervisor who shall provide periodic progress reports to the Chief Administrative Officer.
3. If, prior to the expiration of the six month probationary period, the supervisor requires more time to evaluate the employee's suitability, the Chief Administrative Officer may extend the probationary period up to an additional six months.
4. If, during the new employee's probationary period, it is deemed that the employee is unsuitable, he/she may be relieved of his/her duties without cause.
5. Immediately prior to six months probationary period expiration, the Supervisor shall provide the Chief Administrative Officer with a recommendation on the employee.
6. Following successful completion of the probationary period, the employee shall be given permanent employee status.

Approved by Council: July 15, 2002

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