

**Policy:** The Village of Innisfree recognizes the need to clarify the probationary period for their employees.

**Purpose**

The purpose of this policy is to clearly set guidelines and standards regarding the probationary period for newly hired employees. This would include positions of Village Assistant and the Supervisor of Public Works.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding length of probation for employees.

**1.0 Definitions**

- 1.1 ***“Probationary Period”*** shall mean a set period of time to evaluate the employee in the new working environment.
- 1.2 ***“Full Time Employees”*** employees working more than 30 hours a week.
- 1.3 ***“Part Time Employees”*** employees working less than 30 hours a week.
- 1.4 ***“Temporary Employees”*** employees working on a short term contract, not permanent.

**2.0 Guidelines**

**2.1 Full time Employees:**

- 2.1.1 All full time employment positions will have a three-month probationary period.
- 2.1.2 During the three-month probationary period staff may be dismissed without cause and without compensation or notice.
- 2.1.3 During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.
- 2.1.4 The probationary period may be extended for an additional three-month period to a maximum of twelve months. However, the probationary period should only exceed six months under exceptional circumstances

**2.2 Part time Employees:**

**2.2.1** All part time permanent positions will have a three-month probationary period.

**2.2.2** During the three-month probationary period, staff may be dismissed without cause and without compensation or notice.

**2.2.3** During the three-month probationary period, employees have no obligation to provide notice of an intention to resign.

**2.3 Temporary Employees:**

**2.3.1** Temporary employees will have a probationary period determined, if required, at the time of hiring.

**3.0 Responsibilities**

**3.1** The CAO is responsible for ensuring awareness and compliance with this policy.

**4.0 Procedures**

**4.1** If after the 3-month period, a satisfactory performance is attained then the employee will be placed on a permanent basis to allow for benefits not available during probation.

**4.2** For temporary employees, requirements for a formal evaluation will be scheduled at the time of hiring.

**5.0 End of Procedure**