
Procedure Title: Personnel Probation
Policy: 1900-01
Adopted: November 22, 2011
Amended: December 11, 2018



Policy: The Village of Mannville 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 Administrative staff, Superintendent of Public Works and Public Works staff, but does not include the Chief Administrative Officer.

This Policy supersedes any previous Village of Mannville 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 six-month probationary period.
- 2.1.2 During the six-month probationary period staff may be dismissed without cause and with compensation pursuant to the *Alberta Employment Standards Code*
- 2.1.3 During the six-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 two additional three-month periods to a maximum of twelve months. However, the probationary period should only exceed six months under exceptional circumstances at the discretion of the CAO.

Procedure Title: Personnel Probation
Policy: 1900-01
Adopted: November 22, 2011
Amended: December 11, 2018



2.2 Part time Employees:

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

2.2.2 During the six-month probationary period, staff may be dismissed without cause and with compensation pursuant to the *Alberta Employment Standards Code*.

2.2.3 During the six-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 six-month probationary period, it is deemed that a satisfactory performance has been attained then the employee will be classified as a permanent employee.

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

5.0 End of Procedure