

**Probationary Period for Office Employee's Policy and Procedure**

**Policy 07-2022**

The first three (3) months of continuous employment, or of a contractual agreement, at the Town of Birch Hills are considered to be a probationary period. The probationary period commences on the first scheduled day of work.

**Procedure(s)**

- The probationary period represents, for the employee, an opportunity to learn his or her tasks and responsibilities, how the Town of Birch Hills functions, as well as get to know his or her co-workers.
- During the probationary period, the Administrator will evaluate the employee's behavior and ability to do the job.
- At any time during the first three (3) months, an employee may resign with no harmful effect on his or her record. If during this period the employee's work habits, abilities, attitude, attendance or performance do not meet the employer's standards, Council may terminate the employee during the probationary period at any time, and the person on probation shall have no recourse.
- Throughout the three (3) months, the Administrator will meet with the employee to discuss his or her performance. Council will confirm whether the employee will be hired permanently at the end of the three (3) months.
- Probationary employees are encouraged to present their comments and ideas during these discussions.
- A former employee rehired after an absence of longer than one (1) year will be considered to be a probationary employee during the first three (3) months after being rehired.

Adopted this 13<sup>th</sup> day of April, 2022



Mayor



Chief Administrative Officer

