

# Corporate Policies

**SECTION: EMPLOYMENT INFORMATION** - This Policy may be replaced by newer processes, standards and/or procedures. Please reach out to the Human Resources Division.  
**SUBJECT: Probation & Evaluation Periods**

POLICY/PROCEDURE NO. 6.5.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

## POLICY STATEMENT:

The Corporation is committed to both ensuring the best-qualified candidate is selected for positions within the Corporation and that the selected candidate fully understands the nature of the duties and responsibilities of the position. As such:

- Newly hired employees will be subject to a Probationary Period.
- Employees transferred, promoted or appointed to new positions during their employment tenure with the Corporation will be subject to an Evaluation Period.

## PURPOSE:

1. To provide employees with the opportunity to become oriented to the new position and environment.
2. To provide the supervisor with an adequate opportunity to evaluate the performance and overall suitability of the employee in the new position.

## SCOPE:

All non-union employees.

## PROCEDURE:

### 1. DEFINITIONS

#### a. Probation Period

A probation period is applied when an employee is newly hired and/or rehired into the Corporation. An employee will serve only one probation period during their continuous employment with the Corporation. Upon rehire into the Corporation an employee is considered to be newly hired and a probationary period will apply.

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## b. Evaluation Period

An evaluation period is applied when a current employee of the Corporation is transferred, promoted or appointed into a new position within the Corporation.

## 2. DURATION

### a. Probation Period

Newly hired full-time employees must serve a probationary period of a minimum of three (3) to six (6) months. Probation periods are determined and communicated, in writing, by the supervisor at the time of hiring.

Initial probation periods may be extended with written approval of the Human Resources Division.

Newly hired part-time or temporary employees must serve a probationary period equivalent to a minimum of three (3) months full-time hours.

### b. Evaluation Period

An evaluation period of three (3) months to six (6) months will be applied following the transfer, promotion or appointment of an existing employee to a new position.

Initial evaluation periods may be extended with the written approval of the Human Resources Division.

## 3. CRITERIA

The following criteria will govern during the probationary and evaluation periods:

- Performance as it relates to the expectations of the job
- Progress in meeting established goals

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## 4. CONDITIONS:

- a. For newly hired employees, the Corporation may terminate employment without notice or pay in lieu of notice during the first three (3) months. In the remaining months of the probationary period the Corporation may terminate employment in accordance with the notice provided for under the Ontario *Employment Standards Act, 2000*. No further notice or pay in lieu of notice will be paid to the employee.
- b. All recommendations for termination must be reviewed and approved by the Human Resources Division.
- c. Where improvement is required for employees who have been transferred, promoted or appointed to a new position, a performance improvement plan will be developed and implemented.
- d. Vacation credits accrue during the probationary period. Newly hired employees, however, are not eligible to take vacation until completion of the probationary period unless otherwise approved by the Human Resources Division at the time of hire.
- e. An evaluation of the employee's performance will be completed in the final month of the employee's probationary period and retained in the employee file of reference.

## **ACCOUNTABILITY:**

The supervisor, in consultation with the Human Resources Division, is responsible to act in accordance with this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Human Resources Advisor, Human Resources Division.