



POLICY REGARDING PROBATIONARY PERIOD OF EMPLOYEES

1. PURPOSE

The purpose of this Policy is to provide a period of time to evaluate the capabilities, attitude and work habits of a new employee.

2. GENERAL GUIDELINES

All Employees are required to complete a probationary period prior to assuming permanent status.

The Village will use this period to evaluate the capabilities, attitude and work ethic of a new employee.

The probationary period for a new employee is three months from date of hire, however this period may require an extension if so, determined by the CAO.

The length of the probationary period may vary from the waiting period for the addition of benefits.

If during or at the conclusion of the probationary period, in the employer's or the employee's opinion the employee is unsuitable for the position, either party may terminate without notice or pay in lieu of notice. Verbal or written notice may be excepted by either party.

Council may decide upon any length of probationary period when hiring a CAO, on a case by case basis.

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