

<b>POLICY NO:</b>	PE 014
<b>POLICY TITLE:</b>	PROBATION PERIOD
<b>DEPARTMENT:</b>	PERSONNEL
<b>APPROVAL DATE:</b>	60-09-97 (September 1997)
<b>REVISION DATE:</b>	63-05-05 (May 24, 2005)
<b>REVIEW DATE:</b>	

**Policy:**

New employees of the County of Vermilion River #24 will be required to serve a minimum three (3) month probationary period before being officially designated to a position within the County.

**Procedure:**

1. New employees will use this period to determine if the position meets their expectations.
2. The Administrator/Supervisor will use this period to evaluate the capabilities, attitude and work habits of a new employee.
3. The Administrator/Manager may have probationary periods extend beyond three (3) months but in any case shall not extend beyond six (6) months - depending on the nature of the position and the qualifications of the individual filling the position. An evaluation must clearly outline the basis for the extension and any areas for improvement identified.
4. During the first three (3) months of employment, the County may terminate employment at any time without notice or salary in lieu of notice.
5. New employees that qualify for enrolment in the Alberta Municipal Employee Benefits plan, Alberta Health Care, Employee Assistance Program and Voluntary Accident Insurance, will have coverage come into effect upon completion of three (3) months active service for the County.
6. New employees that qualify for enrolment in the Local Authorities Pension Plan will be enrolled at the beginning of the month following a successful probation period.
7. Employees will be advised in writing of a their performance evaluation and be given a letter that they have satisfactorily completed their probationary period.