



POLICY

Probationary Period	
Policy Number 130-009	Supersedes Policy Number 5-30
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to ensure that a period of probation for employees appointed to Town of Wolfville positions as a result of competitions, promotions, transfers, or reclassifications, is implemented.

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 Probation Period SOP 130-807.

4.0 Definitions

- 4.1 **Probation.** The process or period of testing or observing the character or abilities of a person in a certain role, for example – a new employee.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) ensure that measures are taken to evaluate a new employee's performance in a position prior to permanent employment or the performance of a permanent employee who has been promoted or transferred to a new position, or the performance of a permanent employee who has been placed on probation due to disciplinary action;
- b) encourage fair and uniform treatment of all employees with respect to probation; and



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- c) impart a better understanding of the principles and objectives of the probationary period in the municipality.

5.2 General Provisions

All employees in the various groups be classified as “probationary” employees during the following periods:

- Department Head level and above: Up to one-year probationary period as negotiated.
- Supervisory Level: Six to twelve month probationary period.
- Non-Supervisory Personnel: Three to six month probationary period

A handwritten signature in blue ink, appearing to read 'M. Bruden', written over a horizontal line.

CAO

2015-12-15

Date