

**Title: Human Resources Management
Policy - Probation**

Policy No: 1931

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is beneficial to both the Town and new employees that they be placed on probation at the beginning of their employment with the Town. This is so that both parties have a period of time to determine whether the employment in that position with the Town should be continued.

Purpose: To establish the probationary periods required for employees.

Principles:

- 1) Any employee beginning employment with the Town, including existing employees transferring from another position within the Town will be required to serve a minimum probationary period of three months.
- 2) An employee shall be given all reasonable support, information, and opportunity to develop the skills required for that position.
- 3) The probationary period may be extended for additional three month periods to a maximum of twelve months. However, the probationary period should only exceed six months under exceptional circumstances.