

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-07

SUBJECT:               **PROBATION PERIOD**

SECTION:             Personnel

APPLIES TO:         Regular Employees

EFFECTIVE:          November 16, 2005

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7.1     **NEW EMPLOYEES**

For the first six months to twelve months of active employment, all regular employees are probationary (see Administrative Procedure No. 1), dependant in part on the cyclical or seasonal aspect of the position. Should an employee's services be found to be unsatisfactory during the probationary period, his/her employment may be terminated at the sole discretion of the Municipality of Sioux Lookout. Or, if special training or guidance may improve the employee's performance to an acceptable level these may be recommended or provided to the employee as part of an extended probationary period, at the discretion of the Chief Administrative Officer.

7.2     **INTER & INTRA DEPARTMENTAL TRANSFERS**

Employees who are successful in a competition for a position and consequently move from one position to another will undergo a new six month or twelve month probation period in this new position. The probation period is to enable both the employee and the employer to assess whether the employee's new situation is appropriate and acceptable.

7.3     Should the employee feel the move has not been successful he/she will be encouraged to clarify the reasons with management with a view to correcting problems, providing required training, or reassessing the current job description. Should the situation not be correctable, procedures agreed to at the time of hire, as per Section 7.5, will be put into effect.

7.4     Should the employer feel the move has not been successful, a meeting with the employee will be arranged to clarify the issues of concern. An extension of the probation period may be granted and a program may be put in place with a view to training or correcting the behaviour of the employee. Reasonable efforts will be made to review the job and the potential of the employee to eliminate the perceived problem in the existing situation. Should such efforts be unsuccessful, or should such efforts be obviously unlikely to resolve the problem at hand, procedures discussed at the time of hire will be put into effect.

7.5     At the time of hire, the employee and the Department Heads of the positions the employee is moving into and out of, will meet to determine the procedure should the new placement be unsuccessful. The procedures may be:

- (a)     Employee would resign from the Corporation.
- (b)     Employee would leave the new position and accept another equal or lesser position, on a full or part-time basis, in the Corporation and/or would be free to apply for any subsequent competition for which he/she was qualified and be considered on the same basis as a full-time employee. In this instance a full probation period would apply.

7.6     Once a decision is made as to which procedure will be followed, any subsequent change of procedure must be agreed to by all impacted by the change.