

**TOWN OF MIDDLETON
CODE D - PERSONNEL**

Subject: Hiring - Probationary Period

Number: 2.6

Coverage: Staff & Council

Approved by: Council & CAO

Effective Date : February 4, 2002

Revision Date: October 2, 2006

Rationale

The following policy establishes probationary periods for all employees appointed to permanent positions and provides a format for performance review to ensure that an employee's performance in a new position is evaluated prior to permanent employment.

Policy Statement

- 1) Permanent appointment as an employee of the Town shall be subject to satisfactory performance during the probation period.
- 2) The probationary period for all employees shall be six months.
- 3) The employee's performance should be reviewed on a regular basis throughout the probationary period to ensure that the new employee meets the Town's standard of performance, attitude, attendance and cooperation. If this standard is not being met, the employee will be terminated before the end of the probationary period.
- 4) The Probationary/Term Employee Progress Report shall be completed by the Department Head upon the completion of five (5) months of service. Once the Probationary Employee Progress Reports is completed and reviewed with the employee, the report shall be placed in the Town's Personnel File for that employee.
- 5) Upon successful completion of the probationary period, the employee will then be considered to have "permanent" status.
- 6) In the event of unsatisfactory performance ratings on a Probationary Employee Progress Report, the employee will be terminated. The employee will be notified in writing as to the reasons for the termination. A copy of the letter will be placed on the Town's personnel file for that employee.

Previous Policies


The previous policy 9/24 "Probationary Period" approved by Council on February 4, 2002 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this

5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer