

Corporate Policy	 Hamilton	
Human Resources		
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Probation & Trial Periods Policy

POLICY STATEMENT	The City of Hamilton places all new hires on probation and promoted or transferred employees on a trial period.
PURPOSE	The purpose of this policy is to establish probationary and trial periods for non-union employees.
SCOPE	This policy applies to all permanent, temporary, or contract, full-time and part-time employees of the City of Hamilton who have successfully completed their probationary period. This policy excludes unionized employees.
DEFINITIONS	The following terms referenced in this Policy are defined as:
Probationary Period	<p>The probationary period is the initial period of employment during which the supervisor carefully considers whether the employee is able to meet the standards and expectations of the job and if the employee should be retained by the City of Hamilton as a “regular” employee (the probationary period does not apply to transferred employees). During this time, the supervisor appraises the employee’s:</p> <ul style="list-style-type: none"> • Ability to learn and perform job duties • Quality of work • Productivity • Work habits • Cooperation • Attendance • Punctuality • Other standards and expectations specific to the employee’s work situation
Trial Period	The trial period is an initial period of time during which the supervisor assesses the performance of an existing employee who has been transferred or promoted to determine whether the employee meets the requirements and expectations of the position.
PRINCIPLES	<p>The following principles apply to this Policy:</p> <ol style="list-style-type: none"> 1. Probationary periods must be agreed to in writing between the Employer and the Employee. 2. Notice of Termination is not required for employees working less than three months as per Employment Standards Act.
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <p>Probation Period</p> <p>New employees are subject to a six-month probation period during which time performance is assessed on:</p> <ul style="list-style-type: none"> • team and individual contributions to the mission and vision of the organization • individual and team behaviours that reflect corporate values

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	<ul style="list-style-type: none"> • employee and team performance related to achieving goals, objectives and behaviour expectations such as work habits and knowledge, skills and attitudes <p>An employee who does not successfully complete a probation period is terminated from employment with the City.</p> <p>Trial Period An employee promoted or transferred to a new position is subject to a six-month trial period during which time performance is assessed on:</p> <ul style="list-style-type: none"> • team and individual contributions to the mission and vision of the organization • individual and team behaviours that reflect the corporate values • employee and team performance related to goals, objectives and behaviour expectations such as work habits and knowledge, skills and attitudes <p>Employees who do not successfully complete a trial period are returned to their former position, provided it is still available. If the position is not available, the City of Hamilton reviews alternate non-union permanent re-assignments.</p> <p>If no permanent re-assignments are available, the employee is considered surplus and is entitled to the provisions outlined in the Non-Union Severance Policy.</p> <p>Where an employee is promoted or transfers voluntarily to a new position and finds the move unsuitable, the employee may request to return to their former position during the trial period. There is no guarantee the request will be approved. Requests must be in writing.</p> <p>Entitlement to Permanent Position Employees retain entitlement to their permanent position when they take a temporary promotion, transfer or acting position.</p>	
RESPONSIBILITIES	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <p>Operating Departments are responsible for assessing employee's performance during the probationary and trial periods.</p>	
COMPLIANCE	<p>Failure to comply with this Policy and its associated Procedures will result in inconsistent application of probationary and trial periods.</p>	
RELATED DOCUMENTS	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. Employment Standards Act. 	