

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-15 Probationary Period	

Town of Lampman
Policy No. 300-15 Probationary
Period
December 12, 2018

1. Probationary Period

- 1.1. All employees, including managers and supervisors, entering service with the Town of Lampman shall be on probation for the first three calendar months of active service.
- 1.2. Probation is defined as that period during which the appropriate manager (the Foreman, the Administrator or the Mayor and Council) carefully considers whether an employee is able to meet the position standards and expectations and if the employee should be retained in that position. If the employee is deemed not to be meeting expectations, the Mayor and Council should be consulted and the employee may be terminated per appropriate Provincial legislation.
- 1.3. Employees who are transferred or promoted to a new position may serve a trial period of three months of active service at the discretion of management. If the employee is not meeting expectations of the new position within the trial time, they may be transferred to their previous position at their previous rate of pay. The trial period for the incumbent of a particular position may be extended for such period as may be agreed upon between the parties.
- 1.4. If within the set period, the employee fails to qualify or requests to revert to his/her former position, they shall be returned to their former position and all employees impacted by this reversion shall return to their former positions.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-15 Probationary Period	December 12, 2018	Council