

(a) CHIEF ADMINISTRATIVE OFFICER, DEPARTMENT HEADS, MANAGERS AND THOSE IN OTHER SUPERVISORY POSITIONS:

- i) The first one hundred and twenty (120) days worked, including paid holidays, for Department Heads, Assistants/Deputies, shall be a probationary period. A performance review shall be conducted by the fortieth (40th) day, eightieth (80th) day and end of the probationary period.
  
- ii) For the Chief Administrative Officer (CAO) the performance review will be conducted by County Council. Upon satisfactory completion of the probationary period, County Council will recommend and confirm permanent employment of the CAO by letter.  
Department Heads the performance review will be conducted by the Chief Administrative Officer. Upon satisfactory completion of the probationary period, the CAO will recommend to County Council permanent employment and confirm the same to the employee by letter.  
For Managers and those in other Supervisor Positions, the performance review will be conducted by the Department Head. Upon satisfactory completion of the probationary period, the Department Head will recommend to County Council permanent employment and confirm the same to the employee by letter.

iii) If not satisfactory, based on just cause and in accordance with the Human Resources Policy 11.10 (b), where applicable, the employee may be terminated before the end of the probationary period or be granted an extension of a further sixty (60) days worked, requiring performance reviews, as in (a) ii) above, prior to the twentieth (20th) day, fortieth (40) day and end of the probationary period in accordance with policy 12.10 (b).

(b) ALL OTHER EMPLOYEES

i) The first sixty (60) days worked, including paid holidays shall be the probationary period for all other employees. A performance review shall be conducted by the Department Head by the twentieth (20th) day, fortieth day (40th) and end of the probationary period.

ii) If satisfactory, the Department Head will confirm the individual's employment by letter and a copy forwarded to the Human Resources Department for the employees file.

- iii) If not satisfactory, based on just cause, the Department Head in conjunction with the Director of Human Resources may terminate the employee or authorize a further extension of sixty (60) days work and the performance review would be the same as in (b) i) above in accordance with policy 12.10 (b).

(c) **PROBATIONARY PERIOD - INTERNAL TRANSFERS**

Employees transferred to other Departments will have the first sixty (60) days worked treated as a probationary period and be subject to a performance review before the end of the period as described above. Department Heads are under no obligation to offer reinstatement in the previous Department to employees who do not succeed in their new position.

(d) **CONTRACT EMPLOYEES**

Contract employees who are offered regular employment:

- i) and have completed the probation period, outlined in section 3.60 (a) or (b), will not be subject to a new probationary period.
- ii) And are within the probation period will be required to continue the probation period outlined in section 3.60 (a) or (b).

The County of Elgin is an equal opportunity employer and carries out hiring based on non-discrimination of the Human Rights Code.