

- (a) CHIEF ADMINISTRATIVE OFFICER, DEPARTMENT HEADS, MANAGERS AND THOSE IN OTHER SUPERVISORY POSITIONS:
- i) The first twelve (12) calendar months for the Chief Administrative Officer (CAO), Department Heads, Assistants/Deputies, Managers and those in Supervisory positions shall be a probationary period. Probationary performance reviews shall be conducted by the completed sixth (6th) month and twelfth (12th) month of active service.
  
  - ii) For the CAO the performance review will be conducted by County Council. For Department Heads the performance review will be conducted by the Chief Administrative Officer.  
For Managers and those in other Supervisor Positions, the performance review will be conducted by the Department Head.
  
  - 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 requiring further performance review(s) in accordance with policy 12.10 (b).

(b) ALL OTHER EMPLOYEES

- i) The first six (6) calendar months shall be the probationary period for all other employees. Probationary performance reviews shall be conducted by the Department Head by the completed third (3rd) month and sixth (6th) month of active service.
- 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 requiring a further performance review in accordance with policy 12.10 (b).

(c) PERFORMANCE REVIEW - INTERNAL TRANSFERS

Employees transferred to other Departments will receive a performance review six (6) calendar months following transfer. Following 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 full-time employment in their existing position:

- i) and have completed the probation period, outlined in section 3.60 (a) or (b), will not be subject to a new probationary period; or
- 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 in accordance with all applicable laws, including the Ontario Human Rights Code.