

POLICY



Probation

Contact Officer Director, Human Resources

Purpose

To document the policy for the effective use and management of the probation period.

Overview

Probation offers a period of mutual assessment during which decisions about a staff member's ability to satisfy the requirements of the position can be evaluated. The length of the probation period should allow sufficient time for these judgements to be made.

Scope

Applies to continuing or fixed term General and Academic Staff Members subject to a probation period.

The Policy

Probation is a period of assessment during which a decision will be made by the University about the continuation of employment.

The objectives of a successful probation period are to:

- provide the supervisor with a structured means of evaluating and providing feedback to a new Staff Member;
- provide support and guidance for the Staff Member when taking on a new role; and
- determine whether the overall work performance of the staff member meets the University's requirements for confirmation of employment.

The duration of any probationary period will be in accordance with the Agreement and will be specified in the offer of employment.

Probation may be considered, but usually will not apply, in the case of a second or subsequent continuing appointment. This might occur when the type of employment and duties are substantially different, E.g. a move from a professional general staff position to an academic staff position.

Probation periods will not apply when the type of employment is unchanged or in cases of transfer, secondment or promotion.

At the end of the probationary period:

- employment will be confirmed; or
- employment will be terminated.

It is essential that the probation process be conducted within the probation period as **it cannot be extended**.

Keywords	Probation, General staff, Academic staff
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Date Approved	<i>24 June 2008</i>
Approval Authority	<i>Director, Human Resources</i>
Date of Commencement	<i>tba</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>3 years from the date of commencement</i>
Related Policies, Procedures and Guidelines	<i>Probation procedures</i>
Policies Superseded by this Policy	<i>List the policy, policies and / or previous authority superseded by this new policy</i>

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