



Probation

Contact Officer Director, Human Resources

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| PROCEDURE | Purpose | To document the procedures for the effective use and management of the probationary period. |
| | Procedure | |
| | Supervisor | <p>Meets with Staff Member within first week of employment to provide an induction to the employee’s position and the work environment. In that meeting expectations for the probationary period will be outlined.</p> <p>Confirm the performance standards including any specific goals and outcomes in writing within one month of employment.</p> <p>Meet regularly with the Staff Member to discuss and provide feedback on their progress and performance, and to ensure they have appropriate support.</p> <p>Discuss any concerns about the Staff Member’s performance or behaviour as they arise and, attempt to resolve the issues.</p> <p style="color: red;">In cases where the probation is longer than 3 months, a formal review will occur halfway through the probationary period.</p> <p>Will maintain accurate written records of these meetings and provide copies to the Staff Member.</p> <p>One month prior to the end of the probationary period</p> |
| | Supervisor | Holds a formal review meeting with the Staff Member to discuss the Staff Member’s performance and conduct during the probation period. |
| | Employee | Will have the opportunity to respond to the issues raised at the review meeting. |
| | Supervisor | <p>Following the meeting, the supervisor will:</p> <ul style="list-style-type: none"> decide whether employment is to be confirmed or not; complete the Formal Probation Review Report; and provide a copy of the Formal Probation Review Report to the Staff Member. |

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| | Employee | The decision regarding employment will be based on probation review meetings and any other relevant factors. |
| | Employee | Will have the opportunity to provide a response to the Probation Review Report. |
| | | Confirmation of Employment |
| | Supervisor | Forward a copy of the Formal Probation Review Report (and any response from the Staff Member) with recommendation to the Head for approval. |
| | | Communicate the decision to the Staff Member. |
| | | Forward the completed documentation to Human Resources for processing and record keeping purposes. |
| | Human Resources | Confirm the Staff Member's employment in writing. |
| | | Termination of Employment |
| | Supervisor | Forward a copy of the Formal Probation Review Report (and any response from the Staff Member) clearly stating the reasons for the recommendation to terminate the employment to the Head for approval. |
| | Head | Forwards the Formal Probation Review Report (and any response from the Staff Member) to the Director, Human Resources for review and final approval. |
| | Director, Human Resources | Communicates final approval to the supervisor and Head. |
| | Supervisor | Forward the Formal Probation Review Report to the Remuneration Unit for processing and record keeping purposes. |
| | Human Resources | Communicates the decision to the Staff Member prior to the expiration of the probation period. Calculates entitlements and process final payment. |
| | Keywords | Probation, Confirmation of employment, Termination of Employment |

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| Date Approved | <i>25 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 date of commencement</i> |
| Related Policies, Procedures and | <i>Probation policy, Probation procedures</i> |

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