

Probation Policy

For General Staff - Continuing and Fixed Term Appointments

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Advisor	For advice on this policy, contact HR Advisory Services Human Resources hrrservices@griffith.edu.au
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Document URL	http://policies.griffith.edu.au/pdf/Probation Policy for General Staff Continuing and Fixed Term Appointments.pdf
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Description	This policy sets out the terms of probation for general staff on continuing and fixed-term appointments.

Related documents

[Deputy Vice Chancellors](#)

[Griffith University General Staff Enterprise Agreement 2012-2016](#)

[Probation Procedures for General Staff Continuing and Fixed-Term Appointments](#)

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1. INTRODUCTION

Staff appointed to fixed-term or continuing appointments are normally required to undertake a period of probation. Confirmation of a continuing or fixed term appointment is subject to the staff member demonstrating satisfactory performance during the probation period.

The period of probation provides a set period in which a supervisor is able to assess a staff member's performance against set objectives that are aligned with their elements strategic goals and for the staff member to demonstrate his/her aptitude and ability to undertake the work. Alignment with the goals is an important component of performance management, providing structure to the ongoing dialogue and feedback between a supervisor and the staff member prior to a decision being made about confirmation of the appointment. On confirmation of the appointment, these goals and objectives will form the basis of the staff member's performance review.

2. SCOPE

This policy applies to all general staff appointed on continuing and fixed-term appointments from HEW level 1 to HEW level 10 inclusive and should be read in conjunction with the Probation Procedures for General Staff Continuing and Fixed-Term Appointments. Casual staff are excluded.

3. APPLICATION

3.1 Probation Periods

General staff are subject to the following probation periods:

Continuing appointments	Guidelines for Probationary Period
HEW levels 1-4	3 months

HEW levels 5-7	From 3 months - up to 6 months
HEW levels 8-10	From 3 months - up to 12 months
Fixed-term appointments	Guidelines for Probationary Period
All HEW levels and all contracts having regard to the level and probationary period for continuing appointments set out above.	Up to one-third of the contract to a maximum as specified for continuing appointments above with a minimum of 3 months.

In exceptional circumstances and having regard to the nature of the job, the Head of Element may recommend to the relevant senior officer that a longer period of probation be applied. In the same regard, given a staff member's experience and qualifications, the Head of Element may recommend to the relevant senior officer that a shorter period of probation be applied, or that the probation period be waived.

Any such recommendation must be forwarded to the Director, Human Resources for final approval before an offer of appointment is made.

For both fixed-term and continuing appointments, a probationary period only applies to the initial period of a person's employment at the University except where:

- a staff member is re-employed by the University and **the break in service is 3 months or more** the appointment may include a probationary period;
- or
- subsequent to a fixed-term or continuing appointment, a staff member is appointed to a continuing position that involves duties that are **substantially different** to those of their current position, a further probationary period may be required.

In the case where:

- subsequent to a fixed term appointment, a staff member is appointed to a continuing position that involves duties of a similar nature to the fixed term position currently held, then all time served in the fixed term appointment(s) will count as part or all of the probationary period for the continuing position;
- subsequent to a continuing appointment, a staff member is appointed to a **different** position that involves duties of a similar nature to the continuing position currently held, then all time served in the previous appointment will count as part or all of the probationary period for the continuing position.

3.2 Termination for Unsatisfactory Performance

Termination of employment due to unsatisfactory performance can be instigated at any time during the probationary period.

The Head of Element makes a recommendation to the Director, HR who will make a final decision and notify the staff member in writing prior to the end of the probationary period. All relevant documentation relating to the probationary period process will accompany the recommendation.

4. DELEGATED AUTHORITIES

For ALL staff, the Head of Element will make the final decision on:

- confirmation of appointment for staff on continuing appointments;
- continuation of fixed-term appointments.

For ALL staff, the Director, HR will make the final decision on:

- termination of probationary employment;
- application of a probationary period in excess of, or less than those specified in this policy.

For ALL staff, the relevant senior officer is the Deputy Vice Chancellor or Group Pro Vice Chancellor responsible for the Division/Group.