

## Probation Procedures

### For General Staff - Continuing and Fixed Term Appointments

<b>Approving authority</b>	Executive Group
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<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Business Partners</a>   Human Resources
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Probation Procedures for General Staff Continuing and Fixed Term Appointments.pdf">http://policies.griffith.edu.au/pdf/Probation Procedures for General Staff Continuing and Fixed Term Appointments.pdf</a>
<b>TRIM document</b>	2017/0000378
<b>Description</b>	This document sets out the procedures for assessing the performance of general staff on continuing and fixed-term appointments during their period of probation.

#### Related documents

[General Staff Performance Review Policy](#)

[General Staff Performance Review website](#)

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

[Probation Policy 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. In accordance with the Probation Policy for General Staff Continuing and Fixed Term Appointments, confirmation of a continuing or fixed term appointment is subject to the staff member demonstrating satisfactory performance during the probationary period.

## 2. SCOPE

These procedures will be followed when assessing performance of probationary general staff on continuing and fixed-term appointments and should be read in conjunction with the Probation Policy for General Staff Continuing and Fixed-Term Appointments.

## 3. PROCEDURE

### 3.1 Initial Meeting to Clarify Expectations

The supervisor and staff member will normally discuss and clarify performance expectations within the first week of commencement of employment. At the initial meeting, the supervisor and staff member should set goals and objectives that align with the Element's strategic objectives and establish timelines for future meetings to discuss performance. The supervisor is to use this meeting to provide relevant information to the staff member regarding what the probationary process is, and where to find relevant supporting information. The staff member is to be informed that their performance will be measured against the position description objectives throughout the probationary process. Satisfactory performance against the set goals and objectives and the position description is to be achieved for a probationary appointment to be confirmed.

### **3.2 Probationary Reviews**

There should be an ongoing dialogue between the supervisor and staff member regarding performance during the probationary period. The supervisor and staff member will meet during the probation period to review the staff member's overall performance. This provides the opportunity to jointly review progress towards performance expectations. The probation period must include at least one probationary review plus the final review of the staff member's overall performance. The first probationary review should occur no later than 1 month after the commencement of engagement.

### **3.3 Responsibilities of the Supervisor**

The supervisor is responsible for:

- ensuring that specific duties and performance expectations are communicated clearly to the staff member;
- meeting dates for formal probationary reviews should be established at the initial meeting;
- ongoing regular dialogue with the staff member regarding their performance, which will include:
  - monitoring the staff member's performance;
  - providing feedback on a regular basis;
  - taking remedial action as a result of poor performance;
  - advising the staff member of the consequences of unsatisfactory performance;
  - establishing timelines to review outcomes of remedial actions.

In circumstances where the supervisor has been employed for a short period of time, or the supervisor is below HEW Level 5, the supervisor's manager may decide to take responsibility for assessment of the staff member's performance.

### **3.4 Responsibilities of the Staff Member**

The staff member is responsible for:

- working with the supervisor to establish goals and objectives;
- working towards achieving expectations;
- acting on feedback as required;
- providing feedback to the supervisor in relation to performance matters including:
  - seeking further clarification of expectations if in doubt of requirements; or
  - advising the supervisor of any concerns relating to the achievement of expectations as they arise during the probationary period.

### **3.5 Unsatisfactory Performance**

In the event unsatisfactory performance is identified, the supervisor will arrange a meeting with the staff member as soon as possible and advise the staff member of the reason for the meeting, which may be initiated at any time during the probationary period. Should performance not improve as a result of previous discussions, there may be a need to formalise the process. In such cases, the supervisor is to inform the staff member of the reason for the meeting and advise them they may be represented at any meeting in relation to performance matters by a nominated representative of their choice. Again this formal unsatisfactory performance process may be initiated at any time during the probationary period.

At the meeting the supervisor will:

- make the staff member aware of the deficiencies in specific areas of performance;
- provide an opportunity for the staff member to respond;
- determine any type of remedial action required to assist staff member to improve their performance;

- outline the time frame for improvement, i.e. date proposed for review of specific areas of performance;
- warn the staff member of the consequences of continued unsatisfactory performance.

The supervisor will monitor the staff member's performance.

### **3.6 Review**

The review will result in a recommendation for either confirmation of appointment or termination of employment.

### **3.7 Decision to Confirm**

The supervisor should conduct the final review of the staff member's overall performance at least two weeks prior to the end of the probationary period.

Where the supervisor is of the view that performance is satisfactory, she/he will recommend to the Head of Element that the staff member's appointment be:

- confirmed (continuing appointments); or
- continued (fixed-term appointments).

The Head of Element will make a decision either to confirm or continue the appointment or recommend termination of appointment to the Director, Human Resources.

### **3.8 Decision to Terminate**

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

When the decision of termination of employment due to unsatisfactory performance during the probation period is taken, the staff member shall be advised of and given the opportunity to make, and have considered, a response to any adverse material about the staff member which the University intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.

Where the staff members' performance, at the time of the final review, is determined as unsatisfactory and/or sufficient progress has not been made, the supervisor will recommend termination of employment prior to the end of the probationary period.

In either circumstance of termination, the staff member will be given two weeks' notice or the equivalent of two weeks' salary in lieu of notice.

The supervisor's report, outlining reasons and details including a record of attempt to address concerns, and any response from the staff member will be forwarded to the Head of Element for consideration.

The Head of Element's recommendation and all relevant documentation will be forwarded 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.

## **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 the policy.