

HEALTH SERVICES UNION

Probation Period Policy

Policy

New permanent full-time, part-time and temporary (fixed term) staff employed by the HSU are subject to a probationary period of employment. Confirmation of employment, at the conclusion of the probation period, requires the manager to verify that the employee has demonstrated the person has the skills to perform the key responsibilities of the position to at least a satisfactory standard.

Probation periods must be determined and agreed to prior to employment commencing.

GUIDELINES

The purpose of the Probation Period is to:

- ensure that the employee is capable of doing the job to a standard that is acceptable to the Union;
- identify and remove obstacles to performance;
- determine if there are any individual development needs;
- allow the employee time to determine their own suitability to the position and the Union.

Length of Period

The probation period for all full-time, part-time and temporary (fixed term) employees is 6 months, except:

- Employees at senior management level, which are to be determined by the HSU Secretary.

PROCEDURE

Prior to Employment

Employees must be advised during the interview process, HSU Employee Agreement and/or letter of appointment:

- length of the probation period;
- the period of notice/pay in lieu that will be given if employment is terminated by either party at the end of the probation period;
- that performance will be reviewed periodically within the probation period to determine whether the employee is demonstrating the required level of competence for the position.

The Probationary Review

- In accordance with HSU Employment Agreement and/or letter of appointment the probation review must be conducted prior to the expiration of the probation period.
- The formal review may be brought forward if the circumstances require, e.g. the employee is clearly unable to perform to the required standard.
- The Manager is responsible for ensuring the review is conducted before the probation period expires. Failure to do so will result in automatic confirmation of employment when the probation end date is reached.
- Upon commencement of employment, HR will assign 1, 3 and 6 month probation forms through the internal employee portal system to the employee and manager.
- The Manager will review performance of the employee using the following criteria:
 - Dependability
 - Communications
 - Job Knowledge
 - Problem Solving
 - Productivity
 - Quality
 - Team Work
 - Planning and Organisational Skills

Performance levels are differentiated using the scale:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

HR will be notified of completed probationary period reports and will save a copy on the employee's personnel file. ***Confirmation of Employment***

- If performance is rated consistently as *excellent, good, or satisfactory*, employment will be confirmed.
- Human Resources will forward a letter confirming successful completion of the probation period to the employee and manager..
- The Manager should meet with the employee and explain :
 - that employment is confirmed

- provided appropriate feedback regarding performance
- outline any objectives designed to bring performance to a higher standard
- develop a Performance Plan indicating major actions, against which the annual performance Assessment can be conducted.

Performance Issued During the Probation Period

If the employee’s performance is rated as unacceptable or if other performance issues exist, the Manger should;

- contact the Human Resources Manager to discuss the appropriate action to be taken.
- meet with the employee to advise that performance is considered to be below standard and clarify the action required to bring performance to an acceptable level.
- this should take place as soon as possible, but definitely no later than one week before the expiration of the probation period.

Termination of Employment

If performance remains “not satisfactory” the Manager should consult with the Human Resources Manager to determine if employment is to be terminated.

Only the HSU Secretary has the authority to terminate an employee.

Extension of the Probation Period

To be legally enforceable, the probation period must be determined and agreed prior to employment. If however, there are extenuating circumstances, the HSU Secretary has discretion to extend the probation period.

Policy Version Control

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