

# HR 1.13 Probationary Period

## Purpose

1. To set out appropriate probationary period procedures that will ensure both the new employee and the business have the opportunity to assess the employee's suitability for permanent employment in delivering quality services to participants.

## Alignment with Standards

1. Standard 7: Human Resources

## Legislative Alignment

1. Fair Work Act 2009

## Key Responsible Executive

1. Chief Executive Officer

## For More Support

1. People and Culture Team
2. Your People Manager

## Policy Statement

1. The business recognises that new employees need comprehensive support and coaching in understanding the Company Strategy, Goals and Values, as well as business-specific tasks, systems and processes in the early months of a new job. The probationary period allows time for the new employee and line manager to address these matters so the employee settles successfully in the new role.
2. The business also acknowledges there may be individuals who will not be comfortable in their new setting, or may be misaligned from what the role requirements or behaviours may expect. The probationary period gives these individuals the opportunity to separate from the business without prejudice.
3. Eligibility
  - a. A standard six (6) month probationary period is applied to all permanent roles of the business, effective from the commencement date of the new employees.
  - b. Where an employee changes role or converts from casual to permanent within the initial six months of employment, then the process below is compressed within the remaining period up to six months' of service.

**Note:** no extension of probationary period beyond six months applies, where an individual has reached six months of service, they are deemed to have passed probation, whether the below process has been followed or not. Line managers should seek input and advice from the People and Culture team ahead of six months' of

employment, to ensure appropriate management of any performance issues, or where it is possible that employment may cease within the probationary period.

- c. This procedure does not apply to casual employees or fixed term employees with a contract duration of six months or less. However feedback is important to all employees, so Support and Supervisory sessions and Competency Assessment and Observation will be applied as mechanisms for feedback to these groups.

## Procedures

### 1. Onboarding

- a. As part of the normal Onboarding Process, the Line manager is responsible for providing an overview of the following to the new employee:
  - Position Description; including Key Responsibilities and Role Purpose
  - Company Strategy and Values; with alignment between this document and the position to be performed by the new employee
- b. This overview is to be held within the first month of employment, and should form the basis of discussion and feedback with the new employee throughout the probationary period.

### 2. Monitoring and Feedback

- a. The Line manager monitors the performance and behaviour of the new employee during the probationary period and gives them routine feedback on their performance.
- b. Performance is monitored against agreed objectives, responsibilities and activities, aligned to the achievement of business Strategy and Goals, and demonstration of the Company Values.
- c. Regular coaching and feedback sessions should be held with the employee, at appropriate intervals (i.e. weekly or fortnightly, but no less than monthly) based on role requirements and business needs, with formal reviews to be conducted at approximately 1 month, 3 months, and final review between 5 and 6 months.
- d. Initial Probationary Review Form is completed via Online form and completed with the employee and manager together in a meeting. This takes the format of a Expectation Setting and Alignment meeting, and on completion should be downloaded from the site and a record uploaded into the employee's Employment Hero profile in Uploaded Documents. The manager is responsible for administering and recording this form.
- e. Month 3 and Final Review (between months 5 and 6) Probation Review Forms are to be completed via Employment Hero, and these forms are administered by the People and Culture team.
- f. It is important that the new employee has an opportunity to reflect on their performance, achievements and challenges, as well as identify any areas where additional training or support is required, and to provide feedback on their experience so far in the business.

### 3. Unsatisfactory performance

- a. If a line manager does not believe that the new employee is able to demonstrate the required level of competence and behaviours within the probationary period, this should be discussed with the People and Culture team as soon as possible.
- b. Feedback is to be provided to the new employee, within a formal review, or an informal supervisory session, as soon as possible to provide coaching and improvement in line with communicated expectations and role requirements.
- c. Following the employee being made aware of performance concerns, and provided with coaching and support to make improvement, if performance does not improve the line manager will discuss with People and Culture team and a recommendation may be made to terminate the probation, and the employee's employment with the business. Any final

decision on termination will be made in consultation with the CEO, and will be considered subject to procedural fairness.

- d. The Line Manager and a member of the People and Culture team will meet with the employee to advise them that their employment is to be terminated. This meeting will also confirm any arrangements for notice of termination, return of any company property, and other relevant offboarding arrangements in line with the 1.6 Ceasing Employment Policy.

#### 4. Satisfactory Performance

- a. If no issues arise during the probation period, or if any issues have been clearly resolved during this period, the line manager conducts a probationary review between after five (5) months, but no later than six (6) months.
- b. If the employee's performance is satisfactory the Line Manager then advises the People and Culture team who will send a Successful Completion of Probationary Period Letter to the employee.

Note: Even if no letter is received, if the new employee reaches six (6) months of service, they are deemed to have successfully passed their probation period.

#### References to other SAVVY policy statements

HR 1.4 Performance Planning & Review

HR 1.6 Ceasing Employment

HR 4.5 Discipline and Termination

#### Summary of Attachments

Nil

#### Version Control

1. 1 October 2020: New Policy Creation
2. 14 August 2023: Revised to update key responsibilities, probationary period duration and probation procedure.