



**PARSA**  
ANU postgraduate &  
research students'  
association

**WORONI**

## Probation

### **Overview**

This document outlines the processes to be followed where an employee, other than a casual employee may be required to serve a probation period.

### **Scope**

This Policy applies across all student Associations.

**“Associations”** refers to ANUSA, PARSA & ANUSM.

### **Policy Statement**

The purpose of probation is to provide a period at the commencement of employment in which a probationary employee’s suitability to the position, to the Association and to the workplace can be assessed. During a probation period, the Association will offer appropriate support, development opportunities and feedback to assist the probationer to achieve confirmation of employment.

### **Procedures**

Probation is the initial period of employment when the suitability of a new employee (other than a casual employee) to have their appointment confirmed is determined. It provides an opportunity for the Association to determine whether a new employee meets the standards required for confirmation of appointment. The employee’s employment offer will specify the period of the probation.

Probation entails setting and clarifying work performance standards for employees. During a probation period the Association will offer appropriate support, development opportunities and feedback to assist the probationer to achieve confirmation of employment.

Confirmation of employment may be approved at any time during the probationary period. Employment will be deemed confirmed, and the probation period concluded, where a staff member is promoted to a higher level during the probationary period.

Except in a case of serious misconduct, a probationer whose employment is annulled will be given four 2 weeks’ notice.

### **Probation periods**

The length of the probation period will be reasonable, having regard to the nature and circumstances of the offer of employment and will not exceed the following: **Type of appointment**  
Fixed term employee

### **Probationary periods**

Three (3) months for a contract up to twelve (12) months, six (6) months for others. No probation period required for second and subsequent employment for the same position. A new probation

The Association will ensure that probation procedures are complied with in developing probation objectives, including required meetings between supervisors and probationers.

The Association will ensure there are regular meetings scheduled between the supervisor and a probationer, that appropriate documentation is provided and that there is the opportunity for feedback. As soon as is reasonably practicable following a probation meeting, the supervisor will provide the probationer with written confirmation of the outcomes of the meeting.

Where the supervisor assesses that the probationer's performance, conduct and suitability are satisfactory, the supervisor will, no later than five weeks before the end of the probation period, recommend to the President/Editor in Chief that the probationary period is completed. The President/Editor in Chief shall consider the recommendation and if satisfied, notify the employee accordingly.

### ***Review Period***

Where the supervisor of an employee is concerned about the performance or conduct of the employee the supervisor will in his or her report to the President/Editor in Chief, recommend they meet with the employee as soon as is reasonably practicable to discuss these concerns. During any discussions the President/Editor in Chief will advise the probationer, where relevant:

- a. that the performance standards have not been met and outline the deficiencies (which may relate to attendance, punctuality, commitment to work, competence/quality of work, relationship with co-workers, productivity/rate of work or other matters);
- b. that the probationer's performance, conduct and suitability will be closely monitored during a "review period" and outline the timeframe for the review period;
- c. of the expectations for improving in accordance with the performance standards; and
- d. that if the performance standards are not met the probationer's employment may be terminated (annulled).

During any review period the supervisor will work with the probationer on an improvement plan and timeline to assist the probationer to achieve the performance standards within the remaining probationary period. In setting the performance standards consideration will be given to:

- a. the appropriate standards for the Association work levels which are linked to the Professional Staff Classification levels in Schedule C of Associations Enterprise Agreement; and
- b. the expectations of a new employee to the Association;

Following the completion of the review period as outlined above, the supervisor should assess whether the probationer's performance, conduct or suitability remains unsatisfactory based on a reasonable assessment of:

- a. The probationers performance against the performance standards; and
- b. any extenuating circumstances that may have impacted on the probationer's performance.

Where the concerns are serious in nature, the President/Editor in Chief may forgo the review period to above and commence discussions as outlined below.

#### *Action to Annul Employment or Extend Probation*

Where the probationer's performance is unsatisfactory following the review period, the supervisor must, at least 10 working days prior to the end of the probationary period, recommend to the pre that either the employment be annulled or the probation period be extended up to the maximum period for the employment type. In either of these circumstances, the probationer will be given a reasonable opportunity to seek further advice and respond to the supervisor's recommendation.

Following consideration of the supervisor's recommendation and any response given by the probationer, the President/Editor in Chief may decide to either:

- take no further action;
- confirm the appointment
- refer the matter back to the supervisor to ensure that all the steps above have been complied with in substance and in a manner appropriate to the circumstances;
- extend the probationary period in accordance up to the maximum period allowed and provide to the employee a statement as to the duration of the extended probation period and details of where their performance requires improvement; or
- annul the appointment.

The President/Editor in Chief shall, in the event of a recommendation to annul the appointment and terminate the probationer's services, provide two weeks of notice of termination from the date of the decision and/or payment in lieu thereof.

Payment in lieu of the notice period, or in lieu of the un-worked portion of the notice period, will be made if:

- a. an employee has been provided with less notice than the applicable notice period required;
- b. the employee requests payment in lieu of the notice and the president/Editor in Chief approves the payment in lieu of notice; or
- c. the President/Editor in Chief decides that the employee is not required to work-out the notice period.

#### **Internal Review**

Where an employee considers that the decision to annul their employment is unreasonable the employee may seek a review of the decision in accordance with the Review of Decisions policy. The employee's employment will not terminate prior to the completion of the review process. The employee will be suspended without pay pending the outcome of any review committee consideration, should their employment be reinstated, the Association will pay the employee an amount for the remuneration lost as a result of the suspension.

**Reference:** Enterprise Agreement Clauses 16.2, 16.5 & 16.6, Schedule C

#### ***Other***

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.

