46. PROBATION

46.1 Application

On commencement of employment a staff member may be subject to a reasonable probationary period appropriate to the nature of the work being undertaken. During this period of mutual assessment a decision will be made about the continuation of employment beyond the probationary period. The review and assessment of a staff member on probation will be in accordance with this clause and University procedures.

46.2 Period of probation

46.2.1 Continuing appointments

The probation period will be up to six months. The University may decide to shorten or waive the stated probationary period. Where the staff member has been absent due to illness for a significant part of the probation period, the end date for the probation period may be adjusted by the Director Human Resources to provide the staff member with a total period of probation equivalent to that initially contemplated.

46.2.2 Fixed-term appointments

(a) The period of probation for staff on fixed-term appointments will be six months or one quarter of the period of appointment, whichever is the lesser.

(b) Any second or subsequent fixed-term appointment to the same position or to an essentially similar position with UTS will not contain a probationary period.

46.3 Probation process

46.3.1 The probationary process will consist of informal and formal review and development.

46.3.2 During the initial stages of probation the staff member and supervisor will participate in a planning discussion to agree and document performance expectations and support.

46.3.3 Progress reviews shall occur regularly throughout the probationary period and be documented. The supervisor must inform the staff member in writing of any impediments to the continuation of the staff member’s employment when such impediments become apparent. The staff member will be given an opportunity to respond to any concerns and will be given sufficient opportunity and appropriate support to improve their performance.

46.3.4 A formal review of the staff member’s performance will be conducted by the supervisor no later than four weeks before the end of the period of probation. The supervisor will prepare a report on the formal review which will include a recommendation about continuation or termination of employment. Where the report recommends termination, the report must include any adverse material about the staff member which has been taken into account in making the recommendation for termination. The staff member will be provided with a copy of the supervisor’s formal review report and will be given reasonable opportunity to provide a response in writing. The supervisor’s report of the formal review and any response from the staff member will be forwarded to the Director, Human Resources for a decision about continuation or termination of appointment.

46.3.5 Upon completion of the probationary period, the staff member will receive written confirmation of the outcome of the probation. While a decision will normally be made at the end of the probationary period, an earlier decision may be made where circumstances warrant.

46.3.6 The Director, Human Resources may dismiss a probationary staff member on the grounds of unsatisfactory probationary performance. Notice of dismissal will be given in writing. A probationary staff member whose employment is terminated in accordance with this Clause will receive, at the University’s discretion, either four weeks notice of termination or payment in lieu of notice effective from the date of the written advice.