**Probation**

**PURPOSE**
The purpose of the probationary employment period is to establish whether an appropriate match has been made between the probationer, the position and the work environment, and whether the probationer is able to perform the required role and assume the levels of responsibility of the position at least satisfactorily.

All staff employed by the University (with the exception of casual staff) will be required to complete a probationary employment period (continuous service) unless otherwise notified in writing.

The following periods of probation apply to all employees excluding casual staff:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Probation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General staff - HEW one to five</td>
<td>Three months</td>
</tr>
<tr>
<td>General staff - HEW six ongoing</td>
<td>Six months</td>
</tr>
<tr>
<td>Teaching Focussed Academic staff and all level A staff</td>
<td>Two years</td>
</tr>
<tr>
<td>Research Active and Research Academic staff level B and above</td>
<td>Three years</td>
</tr>
</tbody>
</table>

The probation periods shown above may be extended by up to 30 percent at the discretion of the University where the probation report is adverse and the Supervisor feels the additional time may remedy this.

Staff entering into a second or subsequent contract for the same role will not normally have to serve a second probationary employment period unless the initial period was less than that required of an ongoing probationary staff member.

**PROBATION ASSESSMENT**
For positions that involve teaching, satisfactory student evaluations will form one component of the probationary employment assessment.

For positions that involve teaching and where the employment is either continuing or fixed term for a period of three or more years, probationary employment requirements will include satisfactory completion of the mandatory requirements under clause 30 of the Agreement.

Probation for Fixed-term Contract (FTC) employees is as for ongoing employees or half the contract period whichever is shorter.

For FTC employees of less than three years, satisfactory progress towards the required teaching qualification (only) is required.

The Supervisor should meet with the probationer at least twice during the first six months of employment at times agreed to by Supervisor and probationer. The meetings should be to focus on the assessment of match, competence and performance.

**PROCEDURES**
Supervisors will be notified by Human Resources Services (HRS) Recruitment team of up coming probationary ‘end dates’ for their staff four weeks before the probationary period is to end. The Supervisor together with the probationer are to complete the report and return it to HRS before the probation expiry date.

Notwithstanding the above it is preferred practice that Supervisors monitor their staff probation through StaffOnline.

Supervisors are reminded of the importance of completing the Probation Report before the probation period ‘end date’. If the Probation Report is not received by HRS by the probation ‘end date’ the probationer will pass probation by default.

**TERMINATION OF EMPLOYMENT**
The probationer shall be given an opportunity to respond to, any adverse material about his/her performance or conduct which may result in termination. The response must be in writing and within five working days of receiving feedback.

**RELEVANT FORMS**
Staff Probationary Report

This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.