

Policy Title: Probation All Employees

Policy Owner: Director, Human Resource Services Centre

Keywords: Probation, Probation Period, Probation Review, Probation Extension

Policy Code: PL138 / hr076

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

To outline the structure of a formal probation period. This includes the setting of objectives consistent with the University's behavioural expectations, the establishment and review of performance expectations during the probation period, and making decisions on the final probation outcome.

2. ORGANISATIONAL SCOPE

All ECU employees excluding casuals.

3. DEFINITIONS

TERM	DEFINITION
Industrial Instrument	Edith Cowan University Enterprise Agreement 2017
Probation	The period of time stated within the employment contract during which the employee's initial performance and suitability for the position are assessed
Line Manager	A person with line management responsibility for the employee.
Line Executive	A person with Line Executive delegated authority within the University's Schedule of HR Delegations.

4. POLICY CONTENT

4.1 Probation provides a basis for:

- a. Ensuring employees are aware of their obligations under this policy;
- b. Setting, monitoring and evaluating individual goals during the period of probation to ensure expectations are clear between line manager and employee;

- c. A series of discussions and documentation of performance expectations and review of accomplishments over the probation period between line manager supervisor and employee;
- d. Assessing the ability of an employee to satisfy the university's work requirements and for the employee to assess the suitability of the university as a place of employment;
- e. Recognising individual performance measured against specific work objectives and targets;
- f. Providing the employee with the opportunity to address any performance issues that may serve as an impediment to the successful completion of probation; and
- g. An informed and standardised approach for managing performance that relates to probation which will determine the eligibility for the continuation and confirmation of the employee's employment.

4.2 During Probation

- a. The employee will be required to demonstrate that they have satisfactorily performed the duties and responsibilities set out in the probation objectives agreed upon commencement with their line manager. The period of time is in accordance with the relevant industrial instrument;
- b. The employee will participate and be subject to a probation period in accordance with the relevant ECU industrial instrument on commencement, and the contract of employment;
- c. Line managers are encouraged to provide employees with information about:
 - The University's behavioural expectations;
 - A summary of the area's operational plan;
 - The nature of the work including individual responsibilities and expected standards of performance;
 - How performance will be assessed; and
 - The structure of the probation process.
- d. Line managers are expected to have regular formal and informal discussion with employees throughout the probation period to ensure that employees receive feedback on their performance and mutual efforts are made to mitigate any issues;
- e. Line managers are expected to complete a formal review prior to the conclusion of the probation period;
- f. Employees will receive formal notification of the probation outcome; and
- g. Line managers are expected to promote career planning and development through the University which provides opportunity for employees to engage in continuous learning.

4.3 Probation Review

- 4.3.1 A probation review occurs prior to the expiry of the probation period, and the employee will be advised if their appointment is confirmed, or the period of probation will be extended as provided within the ECU Industrial Instrument, or given notice their appointment will be terminated.
- 4.3.2 Consistent with section 4.1 of this policy, the line manager will during the probation period set performance expectations including relevant targets to be achieved by the end of the period.
- 4.3.3 If there are concerns about the employee's performance capacity to fill the requirements of the position, and consistent with section 4.1.f of this policy, the line

manager will identify these concerns to the employee so they can be adequately addressed prior to the expiry of the probation period.

4.3.4 Where the employee's probation period is 12 months or longer reviews will be conducted in conjunction with performance management processes. Consistent with 4.1.b the line manager will evaluate the employee's achievement of goals, provide feedback on relevant targets, and identify areas of concerns.

4.3.5 If performance concerns are identified the employee must take the necessary remedial actions including participation in professional development activities to address performance deficiencies. Failure to address such concerns may result in the appointment not being confirmed and notice to terminate.

4.4 Outcomes and Approvals

- a. Line managers are responsible for making a recommendation to the relevant Line Executive in relation to the employee's appointment, taking into consideration notice periods that may be prescribed in the relevant ECU industrial instrument.
- b. **Probation period extended**
 - (i) If the line manager recommends extending an academic employee's probation period, the extension must not result in the probation period exceeding 4 years.
 - (ii) The relevant Line Executive will take into consideration the recommendation from the line manager, including performance concerns and the recommended period of extension.
 - (iii) The relevant Line Executive when making this consideration may choose to meet with the employee and/or line manager to discuss the matter, and the reasons for the decision to extend.
 - (iv) If the relevant Line Executive agrees to extend the period the employee will be formally advised of the extension and reasons for the extension, and provided with an opportunity to respond.
 - (v) Where extension occurs the line manager will discuss with the employee the relevant performance targets to be achieved during the extended probation period.
 - (vi) The relevant Line Executive when considering this matter may decide not to accept the line manager's recommendation, and confirm the appointment or provide notice to terminate the appointment.
- c. **Appointment not confirmed and Notice to Terminate**

Where the employee's appointment is not confirmed or probation is to be extended the line manager must seek approval from the Director, Human Resources Services Centre prior to the expiry of the period.
- d. **No written outcome of review**

If upon expiry of the probation period, the employee receives no written notification about the outcome, the probation period will automatically lapse and the appointment will be considered confirmed.
- e. **Confirmation of Appointment Responsibility**

Responsibility of confirmation of appointment during the probation for professional and academic employees is located in the HR Delegations.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Director, Human Resources Services Centre, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of the policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [ECU Enterprise Agreement](#)
- [ECU Code of Conduct](#)
- Academic Staff Performance Expectations and Outcomes ([ASPEO](#)) Framework
- ECU's [HR Delegations](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Services Centre
All Enquiries Contact:	Manager Safety and Employment Relations
Telephone:	08 6304 5995
Email address:	hram@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	March 2004
Date last modified:	30 May 2018
Revision History:	18 August 2009 9 March 2013 (hr076 and hr032 amalgamated) December 2014 – minor update December 2015 May 2018 – amended to reflect the agreed enterprise bargaining outcomes. Policy was previously titled Probation – All Staff
Next Revision Due:	31 May 2021
TRIM File Reference	SUB/69581 Previous files SUB/33181 and 06/559