



Context and Purpose

This Procedure guides the application and management of probation for professional, security and grounds staff employed in accordance with the University of South Australia Enterprise Agreement 2023 (the Agreement).

Responsibility

Immediate Supervisor

The immediate supervisor is responsible for:

- > Ensuring that the provisions of the [Probation for Professional, Security and Grounds Staff Policy](#) are applied to staff reporting to them who are subject to a probationary period.
- > Ensuring that unsatisfactory performance is promptly identified, communicated to the staff member and the staff member is supported to improve their performance.
- > Recommending the confirmation, extension or termination of employment to the appropriate delegated authority prior to the end of probation.

Staff Member

All staff are expected to actively participate in the probationary period review process.

People, Talent and Culture

People Central are responsible for:

- > Ensuring procedures and administrative practices are consistent with the probation policy and procedure.
- > Ensuring that personnel files and PTC information records are updated to reflect either confirmation, extension or termination of employment.
- > Providing a monthly report of impending probationary period end dates to heads of Academic and Professional Units and any other staff identified by People Central.

People, Talent and Culture is responsible for the development and continuous improvement of this Procedure.

Procedure

A. Principles of Probation

1. All professional, security and grounds staff commencing continuing or fixed term employment with the University of South Australia will be subject to a period of probation.
2. The probationary period is a period of time where:
 - 2.1. the University can assess the suitability, skills and performance of the staff member against the requirements of the position,
 - 2.2. the new staff member can be inducted and provided with the appropriate development opportunities,
 - 2.3. the new staff member can consider their suitability and compatibility with the position and the University, and
 - 2.4. the University will make a decision regarding the confirmation of employment, extension or termination of employment.

B. Length of the Probation Period

On commencement of employment

3. On commencement of employment with the University, staff members employed on a continuing or fixed term basis will be engaged on an initial probationary period of:
 - 3.1. Three (3) months, or,
 - 3.2. A longer probationary period determined by the University prior to commencement of employment, having regard to the complexity of the position.

Subsequent appointments

4. Subsequent appointments to positions that require substantially different functions for continuing staff, and second or subsequent contracts that require substantially different functions for fixed-term staff, may contain a probationary period determined by the University.
5. A fixed-term contract staff member who, while holding a fixed-term contract of employment in the University, is appointed to a continuing position at the same level and for similar work will have the previous period of employment at that level counted towards the probationary period.
6. Casual staff appointed to a continuing or fixed-term position will be subject to a probationary period in accordance with clause 1 of this Procedure.

C. Managing Probation

Establishing Expectations

7. Within two (2) weeks following commencement with the University the immediate supervisor will establish a performance plan as outlined in the Performance Development and Management Framework with the new staff member. The staff member will be made aware of the requirements of the position and the immediate supervisor's expectations.
8. Throughout the probationary period, the staff member will be provided with performance plan feedback from their supervisor in accordance with the University's performance management processes as they apply to probationary staff.

Formal Review

9. The immediate supervisor will conduct a formal review of the staff member's performance in the beginning of the last month of the probationary period. This review may be held earlier if appropriate.
10. The immediate supervisor will recommend to the relevant head of Academic or Professional Unit whether the appointment should be confirmed (refer clause 16), extended (refer clause 19) or terminated (refer clause 21).
11. The immediate supervisor must provide the recommendation well in advance of the end date of the probationary period. Once the probationary period end date has passed, the staff member's employment will be confirmed regardless of whether they have received written or verbal advice.

Managing Unsatisfactory Performance

12. If the immediate supervisor considers the staff member's performance as unsatisfactory at any time during the probationary period, they must discuss it with the staff member. It is not necessary to wait until the formal review to make a determination about the suitability of the staff member. The immediate supervisor will provide any support necessary to help the staff member to improve their performance.
13. If, after a period of reasonable assessment and support, the immediate supervisor still regards the staff member's performance as unsatisfactory, they may decide to recommend termination of the staff member's employment in line with this Procedure and the Agreement.
14. Immediate supervisors should ensure that the timing of the formal review or any determination to terminate employment allows sufficient time to follow the process outlined in clause 21.

Managing Misconduct/Serious Misconduct

15. If there are concerns relating to misconduct/serious misconduct during probation the immediate supervisor should seek advice from the relevant [Strategic People Partner](#) (People, Talent and Culture) and refer to the provisions regarding misconduct/serious misconduct in the Agreement.

Confirming Employment

16. Employment may be confirmed if the staff member is deemed suitable for the position during a period of probation.
17. The immediate supervisor will recommend, in writing, to the approving authority, as set out in the Vice Chancellor's Authorisations (VCAs), that the appointment be confirmed.
18. If supported, the staff member will receive written notification that their employment is confirmed and their probationary period has ended. This must happen prior to the end date of the probationary period.

Extending Probation

19. Any request to extend probation is to be submitted to the Executive Director: People, Talent and Culture prior to the probationary period end date. Support to seek an extension can be provided by the relevant [Strategic People Partner](#).
20. Extension of the probationary period is subject to the approval of the Executive Director: People, Talent and Culture and the agreement of the staff member.

Terminating Employment During Probation

21. A fixed probationary period does not require the University to keep a staff member in employment for the whole of the period if it is clear, on reasonable grounds, that the staff member is unsuitable for the position.
22. Termination of employment prior to the end of probation on the basis that the staff member is unsuitable for the position can only take place in accordance with the process outlined below and the requirements of the Agreement. Advice should be sought from the relevant Strategic People Partner.
 - 22.1. The staff member will be advised of, and given an opportunity to respond to, any adverse material which the University may consider in a decision to terminate their employment.
 - 22.2. The immediate supervisor then provides a written report recommending to the relevant Director/ Executive Dean or other approving authority, as set out in the Vice Chancellor's Authorisations (VCAs) that the employment of the staff member be terminated.
 - 22.3. If the written report is supported by the relevant approving authority, as set out in the VCAs, the relevant head of Academic and Professional Units will make a written recommendation to the relevant Enterprise Leadership Team (ELT) member that the employment of the staff member be terminated.
 - 22.4. If the case is endorsed by the relevant ELT member, they will make a written recommendation to the Executive Director: People, Talent and Culture (ED: PTC) for approval to terminate employment.
 - 22.5. If the ED: PTC approves the termination of employment, the staff member will be provided with written communication confirming the decision and allowing for a notice period outlined in the Agreement.

Related Documentation

- > Probation for Professional, Security and Grounds staff Policy
- > Performance Management Policy
- > Performance Development and Management Framework

Responsible Officer: Executive Director: People, Talent and Culture

Approved by: Vice Chancellor

Commencement Date: TBD

Review Date: TBD