

CONFIRMATION OF EMPLOYMENT

5.5.59

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.59	Confirmation of Employment
Version	1	
Date Adopted	9 January 2013	

1 OBJECTIVE

To provide a standard process for employment probation at Kempsey Shire Council.

2 STATEMENT

- a) This procedure applies to all new permanent employees appointed to Kempsey Shire Council. This policy does not apply to:
 - i) Temporary employees;
 - ii) Casual employees;
 - iii) Contract staff; or
 - iv) Existing permanent employees transferred at their current level of the appropriate Award or promoted to a new level of the appropriate Award.

3 PURPOSE OF THE PROBATION PERIOD

- a) An employee on probation has been appointed although they are not yet confirmed in a permanent role. The purpose of a probationary period is to provide:
 - i) A period of orientation and training; and
 - ii) An opportunity to assess the employee's aptitude and capacity to perform in the role.
- b) A period of probation is the initial period of an employee's employment during which both the employee and the employer can assess whether or not they wish to continue their working relationship. Either party can, therefore, terminate the relationship during the probationary period should the relationship prove to be unsatisfactory.
- c) Regular feedback to the new employee should be provided by the Manager/Supervisor during the probationary period.
- d) The probationary period needs to be flexible allowing different categories or classifications of employees to have a probationary period that reflects a reasonable period for both parties to determine whether or not the work relationship is satisfactory. The duties or type of work undertaken by some positions may not make it possible to assess the aptitude and/or competencies of the occupant within a short period of time, whilst other positions may not operate under close direction or guidance and, accordingly, the assessment period may need to be extended to give each party the opportunity to form an objective judgement on the work relationship.
- e) Guidelines for probationary periods have been established to assist the organisation in adopting fair and reasonable time-frames for the mutual assessment of the work relationship that exists between a new employee and Council.

4 PROBATIONARY PERIODS

- a) The Award skill descriptors have been used as the basis for determining reasonable probationary periods as these outline the complexity of the work, the level of knowledge and skills required and the degree of autonomy to be exercised.
- b) The following probationary periods are therefore recommended for occupants of positions as per below:
 - i) Band 1, Level 2 – 12 weeks;
 - ii) Band 1, Level 3 – 12 weeks;
 - iii) Band 1, Level 4 – 12 weeks;
 - iv) Band 2, Level 1 – 12 weeks;
 - v) Band 2, Level 2 – 12 weeks;
 - vi) Band 2, Level 3 – 12 weeks;
 - vii) Band 3, Level 1 – 12 weeks;
 - viii) Band 3, Level 2 – 12 weeks;
 - ix) Band 3, Level 3 – 12 weeks;
 - x) Band 3, Level 4 – 18 weeks;
 - xi) Band 4, all levels 26 weeks.

5 PROCEDURES

- a) During the first week of employment, Human Resources will provide the Probationary Assessment Review document HRM011 and review schedule to the Manager of the new employee.
- b) It is important to identify a new employee's strengths and weaknesses at an early stage so that appropriate development action can be taken during the probationary period. Such action aims to minimise the likelihood of poor work performance occurring after an employee has been confirmed in their position with Council.

5.1 Managers/Supervisors

The Manager/Supervisor of the new employee has the following responsibilities in relation to the probationary process:

- a) At the commencement of the Probation Period:
 - i) Explain the probation process and what it entails;
 - ii) Explain the nature of their duties and the standard expected of the employees (include attendance, general conduct and behaviour toward colleagues and customers etc.); and
 - iii) Inform the employee in writing of the criteria and objectives to be met for the appointment to be confirmed.
- b) During the Probation Period:
 - i) Regularly monitor the performance of the employee and give regular feedback in addition to the required probation report. (Regular feedback provides the opportunity for the employee to rectify any performance problems during their probation);
 - ii) Provide specific on-the-job training or development opportunities to help the employee perform in their job;
 - iii) Complete the Probationary Assessment document at 6 weeks, 10 weeks and prior to the probation period concluding. Provide the employee with a copy and discuss the report with the employee. The employee must be provided with an opportunity to respond within seven working days;

- iv) The completed probation report at 6 weeks and 10 weeks must be forwarded to the Human Resources Section; and
- v) The completed final probation report to be signed off by the relevant Director and must be forwarded to the Human Resources Section.

5.2 Human Resources

The Human Resources Section has the following responsibilities in relation to the probationary process:

- a) Prior to commencement of employment:
 - i) Send letter of offer to employee which includes an explanation of how long they will be on probation.
- b) At commencement of employment:
 - i) Human Resources will provide the Manager/Supervisor of the new employee with the probationary review documentation and a schedule of probationary review due dates.
- c) During the Probation Period:
 - i) Record completion dates of the 6 week, 10 week and final review dates on employee's CivicView review register;
 - ii) Record any identified development training requested for the employee; and
 - iii) After the review date at 6 and 10 weeks, a photocopy of the review document will be placed on employee's personnel file and the original return to the Manager for the next review date.
- d) On completion of the Probation Period:
 - i) Upon successful completion of the probation period Human Resources will send a letter to the employee confirming appointment following the completion of probation review documentation.

6 WRITTEN NOTIFICATION OF PROBATION

- a) The period of probation is to be stated in the letter of offer of appointment to the employee prior to the employee's commencement.
- b) The letter is to also state that the probationary period may be extended (and the possible time frame of any extension) if the outcomes are not achieved.
- c) A verbal statement of the period of probation is to be applied or extended is not sufficient.

7 PERFORMANCE APPRAISAL

- a) Expectations of the role are to be outlined to all employees no later than one (1) month from the date of commencement.
- b) A performance appraisal and development process is to be used to initiate effective communication between the manager and appointee so that any work performance issues are addressed.
- c) The Probationary Assessment Review HRM011 must be completed and discussed with the employee by their supervisor.

- d) If a Manager or Supervisor has concerns about the employee's performance during the probationary period, they should consult with Team Leader Human Resources.

8 EXTENSION OF PROBATION

- a) The relevant Director may extend the period of probation if the employee has not met the expected performance outcomes of their role within the probation period.
- b) Where the Director has determined an extension period is warranted, the employee will be notified in writing before the end of the current probationary period.
- c) The period of the extension will be for a reasonable period based on the nature of the role and the circumstances warranting extension.
- d) Ongoing evaluation is to occur during the extended probationary period and the Manager and employee are to identify solutions if the expected outcomes are not being achieved.
- e) The probation period will be extended only once.

9 TERMINATION

- a) An employee's appointment may be terminated during the probationary period by approval of the General Manager, under the following circumstances:
 - i) The employee's performance during the probation period has been determined as unsatisfactory; or
 - ii) The employee's workplace behaviour is in breach of Council's Employee Code of Conduct.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.