

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-18) PROBATIONARY POLICY

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POLICY STATEMENT

All new full-time, part-time or fixed term contract employees of Southern Region Waste Resource Authority will be employed subject to a probationary period, the details of which will be clearly stated in the letter of appointment/ contract of employment.

All new employees will be advised of the probationary nature of the employment prior to their acceptance of the offer of employment, that is, at the interview and when the written offer of employment is made, but no later than the first day of commencement of employment. The length of the probationary period will be appropriate to the nature of the position on offer.

The probationary period provides an opportunity for both SRWRA and the new employee to assess whether the employee has the skills, ability and approach needed to carry out the position. The probation period also allows the employee sufficient time to get to know the position and find out if the position meets their expectations.

The employee's performance will be assessed throughout the probationary period and the employee will be given feedback regarding their performance. The continued employment of the employee is dependant on their successful completion of the probationary period.

Where an employee has successfully completed the probationary period, their appointment will be made permanent. Written confirmation of the permanent status of their employment or contract, along with the opportunity to reinforce the conditions of employment, will be given to the employee.

If, at the end of the probationary period, there are still aspects regarding the employee's performance that are considered to need further development but are not serious enough to warrant cessation of employment, then discussions will be held between the employee and their manager/supervisor. In these discussions, the manager/supervisor will confirm the completion of the probationary period and also discuss the aspects of the employee's performance that will need to be addressed and improved on in the future or this may include an extension of the probationary period.

Where the employee's performance does not meet the standard required for the position, the employee's employment will be terminated in accordance with their letter of appointment/contract of employment, provided that the employee has received the appropriate feedback throughout their probationary period.

At any time throughout the probationary period, either SRWRA or the employee may terminate the contract of employment by the giving of the appropriate notice of termination as outlined in the letter of appointment/contract of employment or the relevant Agreement/Award.

It should be noted that the probationary period counts as service for the purposes of accruing leave entitlements, such as annual leave, sick leave, etc.

Policy Review

This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.