

PROFESSIONAL STAFF PROBATION PROCEDURE

PURPOSE

All new professional continuing and fixed term staff at Monash University are subject to a probationary period in accordance with the relevant enterprise agreement or contract terms and conditions.

A probation period assists to determine whether there is an appropriate match between the individual, the position and the work environment. Successful probation with us requires the supervisor to be satisfied that the staff member is able to apply, to our satisfaction, the behaviours, skills and competencies required for the position and environment.

SCOPE

This procedure applies to all University ('us', 'our' or 'we') continuing and fixed term professional staff, levels HEW1 to HEW9 inclusive herein collectively referred to as 'you' for the purpose of this procedure.

This procedure does not apply to casual professionals.

PROCEDURE STATEMENT

1. Term of probation

1.1 New professional staff are subject to a probationary period as determined below:

- as detailed in the contract terms and conditions which is normally for a period of six (6) months;
- fixed term positions of twelve (12) months or less will be for a period of not less than 50% of the length of the appointment; and
- fixed term positions of twelve (12) months or more will be for a period of six (6) months.

1.2 Extensions to probation periods do not apply.

Subsequent probation periods

1.3 If you are entering into a second or subsequent contract of employment, you are not required to serve an additional probation period provide that:

- the duties are not substantially different from your initial contract position; or
- where your initial contract was for a period of less than six (6) months; or
- where there has not been a break in service.

2. During probation

Commencing probation

2.1 Within the first month of your commencement, your supervisor and you should discuss your required performance expectations including goals, objectives and the results required of the position which should result in a performance development plan. We recommend this be recorded in myPlan which is our recording tool to assist in capturing performance plans, progress and feedback in alignment with the [Performance Development Process: Professional Staff procedure](#)

Midpoint of probation

2.2 At the midpoint of your probation period (normally around 3 months), you and your supervisor should meet to discuss and receive feedback on your progress towards achieving your goals and objectives, highlighting any areas for improvement.

2.3 We recommend this be recorded in [myPlan](#).

Concerns regarding performance

- 2.4 Where behaviour and/or performance expectations are not being met, the supervisor should set specific goals and objectives to be achieved during the probationary period. We also recommend these specific goals and objectives be recorded in [myPlan](#) as this will provide you an opportunity to respond. Alternatively, you may respond using another form of written communication.
- 2.5 If at any point during the probationary period the supervisor has doubts about confirming your appointment, the supervisor should seek advice from their HR Business Partner as soon as practicable. If the HR Business Partner forms the view that the probationary appointment may not be confirmed, they should consult with Monash HR, Workplace Relations.

3. Review and outcome of probation

- 3.1 Monash HR will notify the supervisor and the HR Business Partner of upcoming probation end dates approximately three months prior to the date.
- 3.2 Your supervisor should meet with you for an opportunity to discuss your performance to date and any areas that may require further improvement.
- 3.3 At the end of your probationary period your supervisor may recommend:
 - your appointment is confirmed; or
 - your employment is not confirmed.

Confirmation of appointment

- 3.4 For us to be able to confirm your employment, you will be able to demonstrate, to our satisfaction, performance in relation to:
 - behaviour that is consistent with the [Ethics Statement](#) and our [behaviour related procedures](#), for example (but not limited to) conflict of interest, staff/student relationships, mandatory compliance training etc;
 - willingness and capacity to achieve requirements within your position description;
 - additional probationary criteria specified in your contract terms and conditions; and
 - overall behaviours and performance to the satisfaction of the supervisor.
- 3.5 Confirmation of your appointment at the end of your probationary period is made by the head of unit .

Non-Confirmation of Appointment

- 3.6 If your supervisor recommends a non-confirmation of appointment before the end of your probation period, your supervisor must notify the HR Business Partner of this as soon as possible. The HR Business Partner will liaise with Monash HR, Workplace Relations to ensure that all requirements of the relevant enterprise agreement and/or contract terms and conditions are met.
- 3.7 The Chief Operating Officer and Senior Vice-President or nominee may terminate your employment during or at the end of the probation period.
- 3.8 The Director Workplace Relations will notify you of the non-confirmation.
Note: to ensure consistency and avoid confusion, faculties are not to make separate notifications in writing.
- 3.9 Nothing in the above precludes you from being dismissed with the approval of the Chief Operating Officer and Senior Vice-President or nominee for misconduct or incompetence that would normally warrant summary dismissal (refer [clause 54 – Professional Staff Disciplinary Procedures](#) of the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#). No such action is to be taken by the supervisor, manager and/or HR Business Partner before liaison with Monash HR, Workplace Relations and the necessary approvals have been obtained

4. Breach of procedure

- 4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms and conditions.

DEFINITIONS

Terms and conditions	Certain terms and conditions sent to a successful candidate under a letter of offer for employment at the University.
myPlan:	An online performance planning tool that supports staff to manage the performance development cycle in a timely and consistent way. It is the ongoing process of setting goals, reviewing performance, providing feedback together with coaching.
Performance plan	Plans which are established by both the supervisor and staff member as part of the annual performance review process which records annual work goals, career aspirations and development goals for the staff member's year ahead; and the specific targets and progress towards achieving those goals. The performance plan forms the basis for performance conversations at any stage of the annual performance development cycle including formal mid-year and end-of-year reviews and any regular informal performance discussions.
Supervisor	The person who is responsible for managing the performance of a staff member. This will be the immediate line manager, unless the University nominates an alternative supervisor. Where a staff member has two or more supervisors, one should be nominated as the performance supervisor.

ADMINISTRATION

Parent policy	Probation, performance and promotion
Supporting policies	<ul style="list-style-type: none">• Employment conditions• Equal opportunity• Ethics Statement• Integrity and respect• Leave and wellbeing• Pay, benefits and entitlements• Recruitment and appointment
Supporting procedures	<ul style="list-style-type: none">• Performance Development (Professional Staff)• Managing Unsatisfactory Performance (Professional Staff)
Supporting documents	
Legislation mandating compliance	
Responsibility for implementation	Supervisors Head of Unit Director Workplace Relations
Approval body	Chief Human Resources Officer
Procedure owner	Director Workplace Relations
Date effective	28 March 2018
Review date	3 years from effective date
Category	Human Resources
Version number	3
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400