

PROBATION, PERFORMANCE & PROMOTION POLICY

SCOPE

Staff at the Australian campuses, sites and centres of the University.

POLICY STATEMENT

This policy demonstrates the University's commitment to fostering a workforce focussed on excellence as well as continual learning and growth.

We are committed to providing an environment where the best academic and professional staff will thrive, respond to and support our ambition to be Excellent, International, Enterprising and Inclusive.

We will foster a diverse workforce, with a focus on excellence as well as continual learning and growth. You will have the skills and knowledge required to perform to the highest standards and be challenged to contribute diverse, innovative work outcomes and to grow as we develop as an organisation.

A performance framework will support you to achieve excellence through probation, ongoing performance and pursuit of new opportunities, through either promotion or application for a new position in your chosen career path.

Our Probation, Performance and Promotion procedures incorporate the principles of equal opportunity and your achievements assessed relative to the opportunity available to you on merit using fair and transparent processes.

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.

DEFINITIONS

Enterprise Agreement	<p>The Enterprise Agreement means the:</p> <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the • Trades and Services staff (Building and Metal Trades staff) 2009 or the • Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 <p>as applicable to the staff member in accordance with their contract of employment.</p>
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GOVERNANCE

Supporting procedures	<ul style="list-style-type: none"> • Behaviours in the Workplace • Conferences and field work • Courses and workshops • Managing unsatisfactory performance (academic staff) • Managing unsatisfactory performance (professional staff) • Outside study programme • Performance development (academic staff) • Performance development (professional staff) • Probation and confirmation of academic appointments made on or after 7 October 2014 • Probation (professional staff) • Promotion (Candidates level B) • Promotion (Candidates levels C-E) • Promotion (Committees levels C-E) • Promotion (Rehearing process levels B-E)
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	<ul style="list-style-type: none"> • Professional Development & Education Procedure • Trades & Services Staff Performance Enhancement Scheme (Casual Staff) <p>Associated Documents</p> <ul style="list-style-type: none"> • Focus Monash • MyDevelopment • Performance Development (incl. myPlan) • Academic promotion • Outside study programme resources • Staff development resources • Career development resources • Leadership development resources
Supporting schedules	
Associated policies	<ul style="list-style-type: none"> • All University policies
Policy owner	Director, Workplace Relations
Legislation mandating compliance	<ul style="list-style-type: none"> • Fair Work Act 2009 (Cth)
Category	Human Resources
Approval	Chief Operating Officer & Senior Vice-President
Endorsement	Chief Human Resources Officer
Date effective	12 February 2020
Review date	23 February 2021
Version	1.1
Content enquiries	Ask.Monash or phone Monash HR on (03) 990 20400