

## **Policy Statement**

Supervisory and administrative assistants newly appointed to the Authority will be on probation for 6 months or a period determined by the Director. The letter of appointment will specify the period of probation and the terms and conditions of the probationary employment. Under the provisions of the Government Services (Miscellaneous) General Agreement, ancillary staff have a 3-month period of probation.

All staff are required to achieve a satisfactory level of work performance before a recommendation to permanent appointment can be made.

### **Occupational Qualifications**

Supervisors, Senior Supervisors and College Managers are required to obtain certain occupational qualifications during the 6 month period of probation, namely:

- LR class driver's licence with 'F' endorsement
- Senior First Aid Certificate
- Royal Life Saving Bronze Medallion or Surf Rescue Certificate (The necessity to attain this credential is dependent upon whether the position has been designated an aquatic qualification requirement.)
- Certificate in Residential Care

A timeframe of 3 months from date of appointment is permitted to attain a LR class driver's licence with "F" endorsement and the Senior First Aid Certificate. A period of 6 months is allowed to attain the aquatic qualification and the Certificate in Residential Care.

The cost incurred in gaining the occupational qualifications is to be met by the employee. Re-certification of occupational qualifications will be met by the residential college. (Refer to Section 4.11 Re-Certification of Occupational Qualifications.)

The occupational qualifications are additional conditions of employment and need to be attained and maintained during the period of employment with the Authority.

During the first term of a supervisors' employment, colleges will provide them with opportunities to gain the occupational qualifications, to the extent that can be accommodated.

### **Certificate in Residential Care**

Supervisory staff who have not completed the Certificate in Residential Care during their first term of employment, will be required to attend a mandatory 3 day training course, to be scheduled during the Term 1 gazetted holiday period of each year. Newly appointed supervisory staff are required to utilise part of their Between Term Leave accrual for this purpose.

The Authority will reimburse the cost of the Certificate in Residential Care once the Certificate has been awarded.

Arrangements for the examination of the aquatic qualification may be organised for supervisory staff, where required.

### **Annulment of Probation**

Supervisory and administrative assistants' staff probationary employment may be annulled and terminated by giving one weeks notice by either party. However, a lesser period of notice may apply where the College Manager and the probationary staff member agree.

### **Performance Reviews**

Staff on probation will be given a comprehensive induction which includes verbal and written feedback on their job related performance.

At least **two** formal performance reviews (initial and mid-cycle) are to be undertaken prior to the completion of the probationary period. It is suggested that these be undertaken in the **third and prior to the end of the fifth** month. The College Manager is to ensure that the Performance Review pro-forma is completed to the mid-cycle stage **prior to** the completion of the probationary period.

### **Appointment to Permanent Staff**

Prior to the decision to approve appointment to permanent staff, the College Manager is to ensure that the College Board receives a completed Probation Report (Appendix APP 4.5), a Performance Review pro-forma completed to the mid-term review stage and a completed Induction Checklist.

All probationary employees need to receive appropriate *written advice* regarding their employment status:

- confirming the appointment (Appendix APP 4.5A);
- extending the probationary period (Appendix APP 4.5B); or
- annulling the appointment and terminating their employment (Appendix APP 4.5C) **two weeks prior to** their employment status determination date.

The Authority's human resource officer can assist college administration with appropriate correspondence.

For probationary College Managers, notification from the Chairperson of the College Board of Management recommending confirmation of appointment or otherwise must be forwarded to the Director for approval prior to the expiry of their initial probationary period.