

1.1. PROBATION

Policy Statement

1. Supervisory and administrative assistants newly appointed to the Authority will be on probation for at least 6 months or a period determined by the Director. The letter of appointment will specify the period of probation and any terms and conditions of the probationary employment. (Note: see **Ancillary Staff Induction process - Section 4.3** for induction and performance review arrangements for *ancillary* staff employed under the CHSHA Award 1979).
2. For supervisory and administrative assistants staff probationary employment may be annulled and terminated by giving two weeks notice by either party. However, a lesser period of notice may apply where the College Manager and the probationary staff member agree.
3. Staff on probation will be given a comprehensive induction which includes verbal and written feedback on their job related performance.
4. 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 (Appendix PER 5.1) is completed to the mid-cycle stage **prior to** the completion of the probationary period.
5. The Manager is to ensure that the College Board (or delegated committee) receives a completed Probation Report (Appendix APP 4.5), a Performance Review pro-forma (Appendix PER 5.1) completed to the mid-term review stage and a completed Induction Checklist, AND that all probationary employees receive appropriate *written advice* re their employment status:
 - confirmed appointment (Appendix APP 4.5A);
 - extended probation (Appendix APP 4.5B); or
 - appointment terminated (Appendix APP 4.5C)**two weeks prior to** their employment status determination date.
6. The Authority's human resource officer can assist college administration with appropriate correspondence.
7. 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.

See also Induction – Section 4.3

See also Ancillary Staff Induction Process – Section 4.3

