Policy Title: Probation – All Staff
Policy Owner: Director, Human Resources Service Centre
Keywords: Probation; Probationary review; Academic Staff; Professional Staff
Policy Code: PL138 / hr076

1. INTENT
To outline the structure of a formal probation period. This includes the setting of objectives consistent with the university's behavioural expectations, the establishment and review of performance expectations during the probationary period, and making decisions on the final probation outcome.

It is essential that throughout relevant processes where decisions are being made, due regard is given to the University's commitment to equity and the building of an agile and internationally competitive workforce that reflects the diversity of its community.

2. ORGANISATIONAL SCOPE
All ECU staff.

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Academic Staff</td>
<td>Employees of Edith Cowan University who are covered by the relevant ECU industrial instrument and who are appointed at Academic Level A - E</td>
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<tr>
<td>Professional Staff</td>
<td>Employees of Edith Cowan University who are covered by the relevant ECU industrial instrument and who are appointed at HEW 1 - 10</td>
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<tr>
<td>Probation</td>
<td>The period of time stated within the employment contract during which the employee’s initial performance and suitability for the position are assessed</td>
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<tr>
<td>Line manager</td>
<td>A person with line management responsibility for the employee.</td>
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4. POLICY CONTENT

4.1 Probation provides a basis for:

- Ensuring staff are aware of their obligations under this policy;
- Setting, monitoring and evaluating individual goals during the period of probation to ensure expectations are clear between line manager and employee;
- A series of discussions and documentation of performance expectations and review of accomplishments over the probation period between line manager and employee;
- Assessing the ability of an employee to satisfy the university’s work requirements and for the employee to assess the suitability of the university as a place of employment;
- Recognising individual performance measured against specific work objectives and targets;
- Providing the employee with the opportunity to address any performance issues that may serve as an impediment to the successful completion of probation; and
- An informed and standardised approach for managing performance that relates to probation which will determine the eligibility for the continuation and confirmation of the staff member’s employment.

4.2 During Probation:

a. The employee shall be required to demonstrate that they have satisfactorily performed the duties and responsibilities set out in the probationary objectives agreed upon commencement with their line manager. The period of time is in accordance with the relevant industrial instrument;

b. The employee will participate and be subject to a probation period in accordance with the relevant ECU industrial instrument on commencement, and the contract of employment;

c. Line managers are encouraged to provide employees with information about:
   - The University’s behavioural expectations;
   - A summary of the area’s operational plan;
   - The nature of the work including individual responsibilities and expected standards of performance;
   - How performance will be assessed; and
   - The structure of the probationary process;

d. Line managers are expected to provide regular formal and informal discussion with employees throughout the probationary period to ensure that employees receive feedback on their performance and mutual efforts are made to mitigate any issues;

e. Line managers are expected to undertake formal final probationary reviews prior to the conclusion of the probation period;

f. Employees will receive formal notification of the probationary outcome; and
g. Line managers are expected to promote career planning and development through the University which provides opportunity for staff to engage in continuous learning.

4.3 Outcomes and Approvals
Line managers are responsible for making a recommendation to the relevant Line Executive in relation to the employee’s appointment, taking into consideration the notice periods as prescribed in the relevant ECU industrial instrument.

If by the close of business on the last day of the probationary period, the staff member receives no written notification about the outcome, the probation period will automatically lapse and the staff member will be confirmed.

Responsibility of confirmation of appointment during the probation for professional and academic staff is located in the HR Delegations.

Upon confirmation, the line manager and employee will follow the Management for Performance System to continue strengthening organisational capabilities at ECU.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director, Human Resources, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- The Academic and Professional Staff Union Collective Agreement 2013
- The Academic Staff Performance Expectations and Outcomes (ASPEO) Framework
- Position Descriptions – Professional Staff only
- ECU’s Strategic Priorities: Engaging Minds, Engaging Communities: Towards 2020
- ECU's Functional Plans
- ECU's Excellence Framework
- The Record Management Policy

Other supporting documents are located on the Learning and ECU HRSC intranet sites: Managing your performance, Planning ahead, Probation, Role-Based Development Framework (RBDF)
7. CONTACT INFORMATION
For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>Director, Human Resources Service Centre</th>
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<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Manager, HR Client Services</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 5995</td>
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<tr>
<td>Email address:</td>
<td><a href="mailto:hram@ecu.edu.au">hram@ecu.edu.au</a></td>
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8. APPROVAL HISTORY

| Policy Approved by:       | Vice-Chancellor                           |
| Date Policy First Approved: | March 2004                                |
| Date last modified:       | December 2015                             |
| Revision History:         | 18 August 2009                            |
|                          | 9 March 2013 (hr076 and hr032 amalgamated)|
|                          | December 2014 – minor update              |
|                          | December 2015                             |
| Next Revision Due:        | December 2018                             |
| TRIM File Reference       | SUB/33181                                 |
|                          | (Previous file: 06/559)                   |