

# PROFESSIONAL STAFF PROBATION PROCEDURE

## SCOPE

This procedure applies to all continuing and fixed-term professional staff, levels HEW1 to HEW9 (inclusive) at Monash University's Australian campuses, herein collectively referred to as 'you' for the purpose of this procedure.

This procedure does not apply to casual professional staff.

## PROCEDURE STATEMENT

All newly appointed continuing and fixed-term professional staff at Monash University ('us', 'our' or 'we') are subject to a probationary period in accordance with their contract terms and conditions.

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

### 1. Period of probation

- 1.1 Newly appointed professional staff are subject to a probationary period as detailed in their contract terms and conditions which normally is:
  - a period of six (6) months of continuous service for continuing staff or staff on fixed-term appointments of twelve (12) months or more; or
  - a period of continuous service equivalent to 50% of the length of the appointment for staff on fixed-term appointments of less than twelve (12) months.
- 1.2 Extensions to probationary periods do not apply, although periods of service not counting as continuous service will delay completion of the probationary period.

#### Subsequent probationary periods

- 1.3 If you are entering into a second or subsequent contract of employment, you are not required to serve an additional probationary period provided that:
  - there has not been a break in service with your immediately preceding contract of employment; and
  - you have already served a probation period in a preceding contract of employment; and
  - the duties under the immediately preceding contract of employment are not substantially different.

### 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. This should also be completed in accordance with the [Performance Development Process: Professional Staff procedure](#).

#### Midpoint of probation

- 2.2 At the midpoint of your probationary period (normally around 3 months), you and your supervisor should meet to discuss and exchange feedback on your progress towards achieving your goals and objectives, highlighting any areas for improvement. We recommend this be recorded in [myPlan](#).

- 2.3 Additionally, Monash HR will contact your supervisor at the midpoint of your probation to check in on your progress in meeting the behaviour and performance expectations.

### 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 concerns about confirming an appointment, the supervisor should seek advice from their HR Business Partner as soon as practicable.

## 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 Approaching the probation end date, your supervisor should meet with you 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 appointment is not confirmed.

### Confirmation of appointment

- 3.4 For us to be able to confirm your appointment, you will be able to demonstrate, to our satisfaction, performance in relation to:
- behaviour that is consistent with the [Ethics Statement](#), an appropriate work ethic and cultural fit 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;
  - work goals, as agreed between you and your supervisor;
  - 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 your appointment before or at the end of your probationary period, your supervisor must notify the HR Business Partner as soon as possible.
- 3.7 Any recommendation to not confirm your appointment is subject to approval by the Chief Operating Officer and Senior Vice-President or nominee. If a recommendation to not confirm your appointment is approved, the Chief Operating Officer and Senior Vice-President or nominee may terminate your employment during or at the end of the probationary period.
- 3.8 The Director, Workplace Relations will notify you of the decision not to confirm your appointment.
- Note:** To ensure consistency and avoid confusion, faculties must not 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 [clauses 59 and 60](#)) of the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#). 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

Continuous service	Subject to <a href="#">clause 38</a> of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019, "continuous service" means service with the University which the University recognises for continuity of employment. This includes paid service, periods of approved leave and any service expressly recognised under clause 38.
<a href="#">myPlan</a>	An online performance planning tool that supports Australia based staff and supervisors to manage performance.
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.

## GOVERNANCE

Parent policy	<a href="#">Probation, performance and promotion</a>
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Performance Development (Professional Staff)</a></li> <li>• <a href="#">Disciplinary Matters</a></li> </ul>
Legislation mandating compliance	N/A
Category	Operational
Approval	Chief Operating Officer – 1 December 2020
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Procedure owner	Chief Human Resources Officer
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Version	5.2 ( <i>minor amendments effective on 30 June 2021</i> )
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400