



Employee Probationary Policy

PURPOSE

The purpose of this policy is to clarify the process and procedure that relates to employee probation.

The objectives of the probationary period are to provide:

- Hope Street and the new employee time to establish whether there is an appropriate match of skills and behaviour to the requirements of the position and the Hope Street work environment
- the supervisor with a structured means of assessment and evaluation during the probationary period
- feedback on progress and performance during the probationary period
- support and guidance for the employee when taking on a new role.

SCOPE

This probationary policy and procedure applies upon commencement of employment with Hope Street to all appointments of an ongoing, permanent or fixed term nature.

Probationary periods do not apply when a fixed term contract is renewed immediately after expiry of an earlier fixed term contract in the same position or role.

RATIONALE

This policy sets out the requirements for the 6-month employee probation period. It primarily outlines supervisory tasks around providing support and evaluating employee progress, while also offering a means by which employees can determine whether their skills and experience are appropriate to Hope Street.

KEY DEFINITIONS

Probation	Probation refers to a process of assessment after which a decision will be made to either confirm or terminate employment. It offers a period of mutual assessment during which a staff member's ability to satisfy the requirements of the position can be evaluated. It requires a decision be taken to confirm or terminate employment.
Probation Period	This refers to the period of assessment in which a decision about the continuation of employment can be made.
Confirmation of Employment	This refers to the formal written acknowledgement that an employee ceases to be on a probation period.
Termination of Employment	This refers to the formal written notification that the employee ceases to be an employee of Hope Street.

PRINCIPLES

All employees, including the Chief Executive Officer (CEO), managers, co-ordinators and team leaders, appointed to permanent or fixed term positions will be subject to a probationary period of 6 months.

The length of the probation procedure shall be included in the contract of employment.



The relevant manager will be responsible for monitoring and reviewing the performance of each employee during the probation period in accordance with this policy. The CEO will be responsible for monitoring and reviewing the performance of managers for the purposes of probation. The Chair of the Board will be responsible for monitoring and reviewing the performance of the CEO for the purposes of probation.

The probation process will allow for feedback and employee support.

The staff member will be advised of, and given an opportunity to respond to, adverse details about which Hope Street intends to take into account in a decision to terminate employment during the probationary review.

Employment will be confirmed or terminated before the end of the probationary period.

PROCEDURES

The probation process will include:

- an induction meeting
- a midpoint review
- and a final review.

During the induction meeting:

- the employee will be provided with guidance on position role, duties and expectations
- details of access to Hope Street policy and procedures
- copy of the organisational structure
- familiarisation with Hope Street work environment.

During the midpoint review meeting the employee will be provided with feedback including any problems or concerns and strategies for improvement.

During the final review meeting the employee will be notified of Hope Street's intention to:

- confirm employment in which case the probation period has ceased (to be formalised in writing) or
- where an employee is deemed unsuitable for the position the probation that employment will be terminated (to be formalised in writing).

In cases where termination of employment occurs, notice periods in accordance with the relevant industrial instrument shall apply.

MONITORING, REVIEW AND EVALUATION

Adherence to this policy will be monitored by People and Culture through supervision and formal reporting.

RELATED POLICIES, PROCEDURES AND OTHER KEY DOCUMENTS

- CEO Limitations and Responsibilities Policy
- Delegations of Authority Policy
- Employment contract
- Fair Work Act 2009
- National Employment Standards
- Position descriptions
- Social, Community, Home Care and Disability Services Industry Award 2010
- Staff Conduct Policy



KEY REFERENCES

- Fair Work Act 2009 (Cth) including 2020 amendments
<https://www.legislation.gov.au/Details/C2020C00153>
- National Employment Standards
<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>
- Social, Community, Home Care and Disability Services Award 2010 including amendments up to 29 October 2020
<http://awardviewer.fwo.gov.au/award/show/MA000100>