

# Appointments: Probationary Procedure



## 1 Purpose

To outline the applicable probationary period and associated requirements for continuing and fixed-term appointments.

## 2 Scope

This Procedure applies to all continuing and fixed-term appointments.

Exclusions: Employees whose conditions of employment are covered by a written agreement or contract with the University.

## 3 Procedure Overview

This Procedure details the process and conditions relating to probationary appointments.

## 4 Procedures

### 4.1 Probationary period

At the commencement of employment, Employees appointed on a continuing basis will serve a probationary period and undertake reviews at the intervals set out below.

Employee Classification	Probationary Period	Probationary Reviews will normally be conducted on or before:
Professional Employees	6 months	2nd month and 5th month
English Language Teaching Employees	12 months	3rd month, 8th month and 11th month
Academic Employees	up to 3 years	12th month, 24th month, 30th month

If, during the probationary period, an Employee is granted any continuous periods of leave totalling more than 20 days (including periods of leave for maternity or illness/injury purposes but excluding annual leave), the initial probationary period will be suspended. When the Employee returns to work, the probationary period nominated above will resume and will

normally be extended by the period of leave taken.

For fixed-term appointments of one year or less, in any classification, a maximum probationary period of three months will apply. All other fixed-term appointments extending beyond one year will be subject to a probationary period of normally one-third of the fixed-term appointment. Any second or subsequent fixed-term appointment in the same classification level and/or in the same functional area will not contain a probationary period.

In exceptional circumstances, the probationary period may be waived or shortened. The usual probationary period can be waived or shortened by a recommendation of the selection panel to the Vice-Chancellor. In making the recommendation/decision, the selection panel and the Vice-Chancellor will have regard to prior service, qualifications, experience and the performance of the appointee in their previous position. A decision to waive, shorten or apply a probationary period will be stated in the Employee's letter of appointment.

An existing Employee moving to a new position within the University will not normally be required to serve a probationary period provided the Employee has satisfactorily completed their initial probationary employment with the University. However, in exceptional circumstances, a probationary period may apply.

## **4.2 Performance reviews**

Following commencement of a new Employee, Human Resources will provide the Delegate with instructions and timelines for the completion of necessary probationary reviews. Further information on the performance review process can be found in the Performance Planning and Review Procedure.

The Delegate will ensure that performance reviews are carried out by the due date.

Where probationary reviews are not carried out or not reasonably documented by the due date, it will be assumed that such Procedures were not necessary and the Employee's performance will be deemed to be satisfactory.

## **4.3 Confirmation of appointment**

Following the last probationary review the Delegate will make a written recommendation by the due date to the Executive Director (Human Resources) confirming or terminating the appointment. The Employee will be advised of the decision in writing.

## **4.4 Termination of appointment**

The Employee's appointment may be terminated at any time during the probationary period in accordance with the provisions and Procedures contained within the Termination of Employment Procedure.

## 4.5 Documentation

The documentation to be used for the probationary process is available from the Human Resources website.

All completed documentation will be retained by the faculty or section on a confidential file until the end of the process.

At the completion of the probationary process all documentation will be forwarded to Human Resources for action and confidential storage.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Council	Confirm appointment or terminate appointment during probation for the Vice-Chancellor
Vice-Chancellor	Confirm appointments for all positions at Contracted Senior Executive level.  Terminate appointment during probation for all Employees at all levels on recommendation of Delegate (except Vice-Chancellor).
Category 2 Delegate	Confirm appointments for all positions at academic levels A to E.  Recommend termination during probation for positions at academic levels A to E.
Category 4 Delegate or above	Completion of final review before expiry date.  Recommendation to confirm or terminate appointments during probation at USQ levels 1 to 10.
Executive Director (Human Resources)	Confirm professional Employee appointments at USQ levels 1 to 10 on receipt of final review

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Executive Director (Human Resources)
<b>Responsible Officer</b>	Executive Director (Human Resources)
<b>Policy Type</b>	University Procedure
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">USQ Enterprise Agreement</a>
<b>Related Policies</b>	<a href="#">Performance, Development and Recognition Policy</a> <a href="#">Recruitment, Selection and Appointment Policy</a> <a href="#">Termination and Separation Policy</a>
<b>Related Procedures</b>	<a href="#">Appointments: Continuing (Contingent Funded) Procedure</a> <a href="#">Appointments: Continuing Procedure</a> <a href="#">Appointments: Fixed-term Procedure</a> <a href="#">Improving and Managing Unsatisfactory Performance Procedure</a> <a href="#">Performance Planning and Review Procedure</a> <a href="#">Termination of Employment Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Human Resources Website</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p>

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[USQ Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2018-2021.

**Definitions that relate to this procedure only**

**Keywords**

Probation, termination, performance

**Record No**

13/252PL