

This document is to be used as a guide only and applies to all employees of Ipswich City Council (ICC) covered by Council's Enterprise Agreements. Employees should discuss their probation period arrangements with their Manager/Supervisor and seek advice from the People and Culture Branch.

1.0 Probation

The probation period assists to determine whether there is an appropriate match between the individual, the position and the work environment. Successful probation within Council requires the Manager/Supervisor to be satisfied the employee is able to apply, the behaviours, skills and competencies required for their position and environment.

Employees cannot normally be required to serve more than one period of probation. However, due to a number of factors, for example illness, injury or performance, a probation period maybe extended beyond the 3 month period. If an extension due to performance has not been identified at the end of the three month period, the employee will be deemed to be permanent. Any probation extensions will require the approval of the Workplace Relations Manager.

1.1 Term of Probation

New employees are subject to a probationary period as determined below:

Employment Contract	Probation Period
Permanent or Fixed Term, full-time or part-time	3 months

The probation is only completed once during the course of employment with Council.

2.0 30 Day Probation Review

Within the first 30 days of employment, the Manager/Supervisor and the employee will discuss the required performance expectations including goals, objectives and the performance results required for the position. The 30 day probation review is to be completed in E-Hub, and must highlight any areas for improvement.

3.0 60 Day Probation Review

Between the first 30 and 60 days of employment, the employee and Manager/Supervisor will meet to discuss the progress towards achieving goals, objectives and performance results required for the position. The 60 day probation review is to be completed in E-Hub, and must highlight any areas for improvement.



4.0 90 Day Probation Review

Between the first 60 and 90 days of employment, the employee and Manager/Supervisor will meet to discuss the progress towards achieving goals, objectives and performance results required for the position. The 90 day probation review is to be completed in E-Hub, and must highlight any areas for improvement.

5.0 Confirmation of employment

On completion of the 90 Day Probation Review the Manager/Supervisor should advise the employee as to whether their appointment will continue.

Confirmation of appointment should be based on the employee meeting:

- The behaviour consistent with the Councils Code of Conduct and Values;
- Willingness and capacity to achieve requirements within their position description;
- Any additional requirements specified in the employees contract terms and conditions; and
- Overall behaviour and performance to the satisfaction of the Manager/Supervisor.

Once the above is determined, the Manager/supervisor should confirm this by completing the probation form in E-Hub. The People and Culture team will then generate a letter confirming the successful completion of probation and provide the letter to the employee.

6.0 Concerns regarding performance

If at any point during the probation period the Manager/Supervisor has any doubt about the employee's ability to successfully complete the probation, the Manager/Supervisor must seek advice from their People and Culture Business Partner as soon as practicable.

Where unsatisfactory performance is identified during the probation period, the Manager/Supervisor must meet with the employee and explain where the performance needs improving, and how the employee will be supported to improve their performance. The People and Culture Business Partner can assist with this process and should be contacted immediately performance concerns are evident.

At the meeting the Manager/Supervisor will:

- Make the employee aware of the deficiencies in specific areas of performance;
- Provide opportunity for the employee to respond;
- Determine any type of remedial action required to assist the employee to improve their performance;
- Outline the timeframe for improvement, i.e. date proposed for review of specific areas of performance;
- Warn the employee of the consequences of continued unsatisfactory performance.



7.0 Decision to Terminate

Managers/Supervisors must seek advice from the People and Culture Business Partners prior to decision is made to terminate an employee during the probation period.