

POLICY:-	
Policy Title:	Employee Probation Review
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 April 2012
Resolution Number:	122/12
Other Review Dates:	19 April 2012
Resolution Number:	122/12
Current Policy adopted by Council:	20 August 2015
Resolution Number:	229/15
Next Policy Review Date:	2018

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Human Resources Coordinator
Responsibility for review of Policy:	Human Resource Coordinator

POLICY

1. Purpose

- Upper Lachlan Shire Council requires all new employees to complete a period of probationary employment and agents or contractors to complete a period of probationary engagement. The purpose of this policy is to allow Council to assess new employees and agents or contractors before ongoing employment or engagement is confirmed.

2. Commencement of Policy

- This Policy will commence on or after adoption. It replaces all other probationary policies.

3. Application of the Policy

- This Policy applies to all new employees, existing staff in new positions, agents or contractors of Council.
- This Policy does not form part of any employee's contract of employment or any agent's or contractor's contract of engagement. If a term of this policy is inconsistent with an employee's contract of employment or engagement or any relevant industrial instrument, the contract will prevail over this Policy to the extent of any inconsistency.

4. Probationary period

- Generally, new employees and existing staff in new positions will be employed or engaged for a Probationary Period of three (3) months. There may however be circumstances in which an employee's performance cannot effectively be assessed within three (3) months and therefore Council reserves the right to apply longer probationary periods to such employees.
- Council will undertake to assess an employee's performance throughout the Probationary Period and provide feedback about their performance and training if appropriate. Ongoing employment or engagement of employee is subject to the successful completion of the Probationary Period.
- Where the employee's performance is assessed as unsatisfactory, Council may elect to terminate the employee employment or engagement with the requisite period of notice or payment in lieu of notice (where applicable).

PROCEDURE AND CONDITIONS:

1. Preliminary Performance Review

- Following a new employee's commencement, the Human Resources Section will notify the employee's supervisor that a preliminary performance review is due. Human Resources will advise the dates that preliminary reviews should be conducted and provide all relevant procedures and documentation.
- The supervisor will meet with the employee at the completion of the first six weeks of employment to complete and document a performance review
- The employee will be given the opportunity to raise any issues or concerns in relation to their work performance or their ability to undertake their duties.

- The supervisor will advise the employee of any issues or concerns in relation to the employee's work performance and suggest means of improvement.
- Documentation in relation to the preliminary review must be returned to the Human Resources Section within seven days of the review.
- Human Resources will provide written advice to the employee of any issues or concerns raised by the supervisor.

2. Performance Monitoring

- The supervisor will continue to monitor the employee's performance over the four to five weeks following the preliminary review to ensure satisfactory performance is achieved or maintained.
- Feedback will be provided to the employee and any continuing issues or concerns will be documented by the supervisor and recorded on the employee's personnel file.

3. Eighty Day - Determination

- At least one week before the expiry of the three month probationary period the supervisor will determine whether permanent appointment is to be confirmed or not and advise the Human Resources Section accordingly.
- The Human Resources Section will issue a letter to the employee before the expiry of the probationary period. The letter will either confirm permanent appointment or advise of termination of employment according to the supervisor's decision.

4. Exclusions

- The additional skills assessment does not form part of the probationary review process. However, a skills assessment may be conducted at any time after confirmation of permanent appointment or during the annual assessment process.
- Probationary reviews do not apply to employees under a registered Training Organisations e.g. Southern Tablelands Group Training STGT

5. Reference Documents

Relevant Legislation

The following Legislation affects the operation of this policy:-

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2014;
Work Health and Safety Act 2011 (NSW);
Work Health and Safety Regulations 2011 (NSW);
Anti Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;

Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

Code of Conduct for Councillors, staff, contractors and delegates of Council;

Council's Code of Meeting Practice;

Upper Lachlan Shire Council Community Strategic Plan;

Upper Lachlan Shire Council Resourcing Strategy documentation;

Upper Lachlan Shire Council Delivery Program and Operational Plan;

Human Resource Training Plan;

Staff Training Policy;

Human Resource Succession Plan;

Equal Employment Opportunity (EEO) Management Plan;

Public Interest Disclosures Policy;

Recruitment and Selection Policy;

Complaints Management Policy;

Grievance Policy;

Disciplinary Policy;

Harassment Policy;

Secondary Employment Policy;

Service Delivery Policy;

Interaction between Councillors and Staff Policy;

Bribes, Gifts and Benefits Policy;

Fraud and Corruption Prevention Policy;

Purchasing and Acquisition of Goods Policy and Procedures;

Drug and Alcohol Policy;

Rehabilitation Procedure and Practice Policy;

Time in Lieu of Overtime Policy;

Manual Handling Policy;

Child Protection Policy;

Delegations of Authority Policy;

Trauma Management Policy;

Employment and Retention Policy;

Higher Grade Pay Policy;

First Aid Policy;

Work Health and Safety Policy;

Injury Incident Management Procedures;

Protective Clothing and Equipment Policy;

Mobile Telephone Policy;

Smoking in the Workplace Policy;

Salary Sacrificing Policy;

Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy;

Variation:

Council reserves the right to vary or revoke this policy.





Attachment A

Employee Probation Review Document

CONFIDENTIAL

Section A:

Employee Name: _____ Employee No: _____
Department: _____ Date: _____
Reviewing Officer: _____ Position: _____
Review Period: _____
Commencement Date: _____ Probation: _____

Overall the Performance Review is aimed at assessing competence to undertake the role for which the employee is employed. Supporting comments should also be used to clarify a performance in specific areas. It is recommended that all sections be considered by the employee and the Reviewing Officer, then jointly discussed and finalised. All sections are to be completed in a constructive manner and be aimed at recognising and encouraging improvement in work performance and individual career prospects. On completion, both the Reviewing Officer and Employee must sign the form. The Department Director and General Manager must approve recommendations before the form is forwarded to HR

Work/Knowledge	Does the employee have the knowledge and skill necessary for their position?
Quality of Work	Does the employee complete tasks and duties to the standard required?
Interpersonal Skills	Does the employee effectively interact with peers, supervisor, other personnel and customers?
Attitude and Presentation	Does the employee present in a professional manner and do they have the desire to achieve objectives set out for their position.

Evaluation Criteria

Against the following performance dimensions assess the performance of the Employee. **Circle** the assessment rating that you consider is appropriate to the employee's performance (with 1 not performing and 5 performing to required standard). You should be able to present to the employee your reasons for your rating.

Performance Assessment Rating

Rating the *Level of Performance* of each unit of Competency which the person displays in his/her behaviour

Section B

Work / Knowledge

Demonstrates a preparedness to work within the values of ULSC	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the ability to learn and apply knowledge, policy, procedures and practice	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the aptitude and technical skills to do the job	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Can apply knowledge and skills to achieve outcomes	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Performs duties responsibly and conscientiously	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates a commitment and quality customer service	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to analyse problem situation and suggest or take corrective action	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Maximize use of time	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Quality of Work

Presents work in a neat, tidy and organized manner	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Takes pride in producing quality work	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Complete work accurately, with little or no checking required	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to perform a variety of tasks and meet agreed time frames	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Consistently meets agreed time frames	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Interpersonal Skills

Able to clearly express ideas, views and opinions verbally	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Regularly and effectively communicates relevant information	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Uses appropriate communication to maintain professional relationships	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Interacts effectively with work associates	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to work within a team and help achieve their goals	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Completes necessary tasks as requested by supervisor	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Displays positive leadership and supervisory skills	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:
Summary of Discussion:

Attitude and Presentation

Presents in an appropriate manner	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Keen to do well and achieve above the minimum requirements	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates initiative	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Actively takes on tasks or tries to achieve goals without close supervision	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Displays positive conduct and makes a good impression on others	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Treats others with dignity and respect	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Regularly attends work	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Works within ULSC policies and procedures	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:
Summary of Discussion:

Section C

Manager and Employee Overall Comments:

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Further Development Required

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Training to Be Undertaken

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Section D

Manager/s Evaluation of Overall Performance

Against the following performance dimensions assess the overall performance of the Employee. Select from the drop down list the assessment rating that you consider is appropriate to the employee's overall performance.

Days Absent: _____

Attendance: _____

Contact/Behaviour: _____

Application to work: _____

Efficiency of work: _____

Section E:

Further Review Required: Yes/No

Further review date: _____ Time: _____

Reviewer: _____ Signature: _____

Employee: _____ Signature: _____

Date: _____

Director/General Manager Signature: _____

Date: _____

Section F:

Termination of Employment

Where the employee's performance and/or conduct/behaviour is assessed as unsatisfactory, Council may elect to terminate the employee's employment or engagement with the requisite period of notice or payment in lieu of notice (where applicable).

All recommendations to terminate employment must be approved by the General Manager with the decision communicated to the employee in writing.

Section G:

Appointment: _____ **Recommended for Salary Increase:** _____

I recommend an increase to: Step _____ of Grade _____ \$ _____ to be paid from the review date

Reviewer Signature: _____ **Date:** _____

Section H:

Approval:

Director Signature: _____ **Date:** _____

Comment: _____

General Managers Signature _____ **Date** _____

Forward **original** to human resources section for processing

Letter Sent		On file		To Payroll	
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