Probation Procedures after Induction Template

HiFlex Physio

Staff appointed at HiFlex Physio are required to undertake a period probation. It is expected that, subject to satisfactory performance during probationary period, the staff member will be confirmed in the appointment.

These procedures will be followed when assessing performance of probationary staff.

Procedure

Initial Meeting to Clarify Expectations

- The Centre Manager and staff member will meet during the probation period to review the staff member's overall performance expectations within the first week of commencement of employment.
- This is an opportunity for the Centre Manager to provide counselling and support to the staff member.
- Particular attention should be paid to the position description in this process.

Probationary Reviews

- The Centre Manager and staff member will meet during the probation period to review the staff member's overall performance.
- This provides the opportunity to jointly review progress towards performance expectations.
- The probation period must include at least one probationary review plus the final review of the staff member's overall performance.
- The first probationary review should occur no later than 1 month after the commencement of engagement.

Responsibilities of the Centre Manager

The Centre Manager is responsible for:

- Ensuring the specific duties and performance expectations are communicated clearly to the staff member
- Monitoring the staff member's performance
- Providing feedback on a regular basis
- Taking remedial action as a result of poor performance
- Advising the staff memeber of the consequences of continuing unsatisfactory performance

Responsibilities of the Staff Member

The staff member is responsible for:

- Working towards achieving expectations
- Acting on feedback
- Advising the Centre Manager of any concerns relating to the achievement of expectations as they arise during the probationary period

Unsatisfactory Performance

In the event unsatisfactory performance is identified, the Centre Manager will arrange a meeting with the staff member as soon as possible and advise the staff member of the reason for the meeting. This may be initiated at any time during the probationary period.

At the meeting the Centre Manager will:

- Make the staff member aware of the deficiences in specific areas or performance
- Provide an opportunity for the staff member to respond
- Determine any type of remedial action required to assist staff member to improve their performance
- Outline the timeframe for improvement, i.e date proposed for review of specific areas of performance
- Warn the staff member of the consequences of continued unsatisfactory performance
- The Centre Manager will monitor the staff member's performance

Review

The review will result in a recommendation for either confirmation of appointment or termination of emplpoyment

Decision to Confirm

The Centre Manager should conduct the final review of the staff member's overall performance at least two weeks prior to the end of the probationary period.

Where the Centre Manager is of the view that performance is satisfactory, she/he will recommend to the General Manager Human Resources that the staff member's appointment be:

- Confirmed (continuing appointments); or
- Continued (fixed-term appointments).

The General Manager Human Resources will make a decision either to confirm or continue the appointment or recommend termination of appointment.

Decision to Terminate

Termination of employment due to unsatisfacroty performance can be instigated at any time during the probationary period.

When the decision of termination of employment due to unsatisfactory performance during probation period is taken. the staff member shall be advised of and given the opportunity to make, and have considered, a response to any adverse material about the staff member which HiFlex Physio intends to take into account in a decision to terminate the employment upon or before the expiry of the priod of probation.

Where the staff members' performance, at the time of the final review, is determined as unsatisfactory and/or sufficient progess has not been made, the Centre Manager will recommend termination of employment prior to the end of the probationary period.

In either circumstances of termination, the staff member will be given two weeks notice or the equivalent of one week's salary in lieu of notice.

The Centre Manager's report, outlining reasons and details including a record of attempt to address concerns, and any reponse from the staff member will be forwarded to the General Manager Human Resources for consideration.

The General Manager Human Resources' recommendation and all relevant documentation will be forwarded to the CEO who will approve the final decision and notify the staff member in writing prior to the end of the probationary period.

Delegated Authorities

For ALL staff, the General Manager Human Resources will make the final decision on:

- Confirmation of appointment for staff on continuning appointments
- Continuation of fixed-term appointments
- Termination of probationary employment
- Application of a probationary period in excess of, or less than those specified in the policy