

Probation Policy & Procedure

Policy number	3.14	Version	1
Created by	HR & Operations Manager	Created on	21 August 2024
Responsible person	HR & Operations Manager	Scheduled review date	20 August 2025

The purpose of this policy is to outline the structure and process of a probation period. The applicable probation period, as stated in the Employment contract, is 6 months.

Probation provides the basis for the New England Conservatorium of Music (NECOM) to assess a new staff member's attitude, skills, knowledge, and competence for the role and NECOM.

The probation process focuses on performance and behaviour and enables a manager to:

- Confirm that a new staff member is suited to their role and NECOM
- Assess whether the overall work performance, conduct and attendance of the staff member meets the requirements of NECOM
- Identify if the expected skills and knowledge acquisition is occurring at an appropriate rate, and whether if it is not, implement strategies to address this, and
- In the event where a staff member is considered to be unsuitable for the role, identify this early and, where necessary, recommend termination of their employment.

Probation applies to all new ongoing and fixed term employees on commencement with NECOM, regardless of whether they are employed on a full-time or part-time basis.

In the event that a NECOM employee is promoted or transitions to an alternative position during the probation period, their probation will continue for the six-month period from their original commencement date, unless otherwise outlined.

All staff, who are either on probation, or supervising a staff member who is on probation, are expected to:

- Have properly informed themselves in relation to this policy
- Actively participate in probation and performance conversations, and
- Ensure any documentation is completed.

Throughout the probation period the manager and staff member should meet regularly and at a minimum formally 3 times prior to the conclusion of the probation period.

The Probation Review Assessment form must be completed for each meeting that occurs.

Based on the recommendation at the third meeting, to occur no later than 5.5 months from the staff members commencement date, the employee must receive written confirmation of the outcome. If the staff member has satisfactorily met the requirements of their role, their employment will continue and their performance and conduct will continued to be assessed as per the Performance Management policy.

At the end of the probation period, where a staff member has not satisfactorily met the expectations and standard of their role, the CEO or delegate may terminate their employment, or reassign them

to other duties. The CEO or delegate may terminate employment prior to the conclusion of the probation period, with the provision of one week's written notice. Should Gross Misconduct be determined as the cause for termination, this will occur immediately.

Policy version and revision information

Policy Authorised by: GMoin

Title: Chairman of the Board