

Category: [Employment](#)

Version: 5

Document Type: Procedure

Document Status: Published

Approved On: 02 September, 2024

Audience: Staff, Academic

Effective Date: 04 September, 2024

Review due by: 02 September, 2027

Policy Approver: Executive Director, Human Resources

Policy Steward: Director, Hr Specialist Services

Probation Procedure (MPF1148)

GOVERNING POLICY

This procedure is made under the Recruitment and Appointment Policy ([MPF1152](#)).

SCOPE

This policy applies to all continuing and fixed term employees engaged on a full-time or part-time basis.

PROCEDURE

1. Understanding the probationary period

1.1. A probationary period is for a fixed period of time (without extension) as set out in either clause 1.36 of the [University of Melbourne Enterprise Agreement 2024](#) ('2024 EA'), the Senior Manager employment contract or the Executive employment contract (whichever is applicable).

1.2. The probationary period provides an opportunity to assess if the new employee displays the right skills, capabilities, attitudes and suitability to satisfactorily transition to the role and/or to the organisation (i.e. validation of the hiring decision). The probationary period also provides the new employee opportunity to determine if the role and/or relationship with the organisation is viable in the long term.

1.3. With exception to circumstances described below at section 1.4, the University may choose to end the employment at any time and for any reason during the probationary period. Probationary periods provide a shorter period of notice compared to post-probation employment and are set out in either clause 1.36 of the 2024 EA, the Senior Manager employment contract or the Executive employment contract (whichever is applicable).

1.4. Regardless of length of service (including the probationary period), an employee has the right to make a general protections application under the provisions of the Fair Work Act 2009 (Cth) where they believe their termination of employment was due to the employee exercising a workplace right (such as the right to disconnect) or less favourable treatment due to a protected attribute (such as discrimination based on race, age, gender, domestic violence and other such attributes). A supervisor should assess any substantial risk pertaining to a general protections claim when considering termination of employment during the probation period.

1.5. A supervisor intending to end a new employee's employment during the probationary period is required to seek prior advice and support from their Human Resources Business Partner and (where warranted) Workplace Relations.

1.6. Ending employment during the probationary period requires the same decision-making authority and administrative process as any other form of employment termination.

1.7. For academic employees, the probationary period is separate to Academic Confirmation set out at clause 2.15 of the 2024 EA.

2. Assisting new employee transition during probation

To assist a new employee's transition to their new role and into the University, and to also mitigate risk of a general protections complaint (refer to section 1.4 above), the new employee's supervisor should consider (amongst other things) the following managerial support and direction:

- a) ensure the new employee is appropriately onboarded, introduced to key colleagues relevant to the performance of their work and help them get to know the organisation;
- b) work collaboratively with the employee to discuss the position description and establish clearly defined performance expectations and goals for the role;
- c) engage the employee in understanding and establishing any necessary requirements under the relevant performance review and development framework (including for new academic employees any requirements for Academic Confirmation);
- d) provide necessary training and professional development to support the employee undertaking the role;
- e) meet with the employee to provide timely feedback on how they are progressing and (where needed) progress agreed actions and support for the employee to improve their performance.

RELATED DOCUMENTS

[University of Melbourne Enterprise Agreement 2024](#)

Recruitment and Appointment Policy ([MPF1152](#))

RESPONSIBLE OFFICER

The Chief People Officer is responsible for the development, compliance, monitoring and review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Executive Director, Workplace Relations, Governance, and Investigations is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

REVIEW

This procedure is due to be reviewed by 2 September 2027.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice-Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.

2	Senior Vice-Principal	6 June 2013	6 June 2013	Addition of new sections 5.2. and 6.2. and consequential renumbering within sections 5 and 6.
3	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	22 May 2014	22 May 2014	Links to 'Guidelines for Consideration of Performance Relative to Opportunity' updated.
4	Vice-Principal Administration and Finance	3 March 2016	3 March 2016	Fix broken hyperlinks.
5	Chief People Officer	2 September 2024	4 September 2024	Updated to align with Enterprise Agreement 2024 and removed sections related to academic confirmation which is sufficiently captured in Academic Appointment, Performance and Promotion Policy (MPF1299).