

PROBATIONARY EMPLOYMENT POLICY

Policy Brief and Purpose

The probationary employment policy outlines the opportunity provided to every new hire to settle into their new role and to the organization to assess the fitness of the hire for the role.

or

The purpose of a probation period is it allows both employers and employees to assess the suitability of employment before committing long-term.

Scope

This policy applies to all new hires appointed as regular, service (graded) and project employees.

Or

This policy applies to all prospective and existing employees of the organization.

Policy Elements

- Every new employee shall undergo a period of probation for six (6) months. In case of experienced staff with proven track record, probation period may be waived by the competent authority.
- Current employees who are promoted to a position of higher responsibility
- Current employees who have to be disciplined for various reasons
- On the fifth month of the probation period, an assessment will take place, based on which the decision whether to confirm or discontinue the probationer's service will be taken.
- The probationary period may be extended for reasons that justify this action. The employee will receive formal notification in writing with the reason for the extension and clearly defined objectives.
- A probationer shall be confirmed on the recommendation of his/her supervisor. The supervisor's recommendation will be based on the on-the-job evaluation and final assessment of the probationer.
- During the probationary period, either party may discontinue the service with one week prior notice.

Procedures

The terms and conditions of the probationary employment shall be clearly set out in the employment agreement(s) and will come into effect only after being duly signed by the organisation and the probationer.

Onboarding: The probationary period will begin with an onboarding process. The probationer will be oriented on ----- values, Code of Conduct, important policies of the organisation, safeguarding, disciplinary rules. HRPP, benefits, and conditions of the job

Objective Setting: After onboarding, the probationer and the supervisor will jointly define job objectives to be met by the probationer during the six (6) months of the probation. The objective setting should be completed within two (02) weeks of joining.

Feedback Sessions: For the development of a probationer, the supervisor shall carry out monthly one-to-one feedback sessions.

These sessions will examine the probationer's ways of working and progress with a view to providing guidance and the necessary resources to support the probationer in fulfilling the objectives that have been set for him/her. These sessions will also work as a platform to enable the probationer to demonstrate value-based behavior

The discussions and decisions of one-to-one meetings shall be recorded for future reference. The improvement since the last session shall also be recorded.

Final assessment: in the fourth month of the probation, the supervisor will conduct a final assessment in a prescribed form, which will examine the following

- * Practice of ----- values
- * Practice of Code of Conduct and other organisational rules and policies
- * Behavior, skill, competency and knowledge on the job
- * Performance against set objectives

The completed final assessment shall be sent to HR with the recommendation of the supervisor. The outcome of the final assessment shall determine the probationer's confirmation or discontinuation of service.

Confirmation: Based on the final assessment and the recommendation of the supervisor, a probationer will be confirmed. If confirmed, a probationer shall be **duly** notified through a letter of confirmation. If not so notified till the final day of the probationary period, a probationer shall be regarded as a confirmed employee of the organisation. The final assessment report and a copy of the confirmation letter shall be kept in the personal file of the employee. Confirmation shall entitle a probationer to avail all facilities and benefits attached to the respective position under HRPP.

Discontinuation of service: If the organisation decides to discontinue the probationer's service, s/he will be notified with a letter of discontinuation of service at least seven (7) days prior to the effective date of discontinuation. Likewise, if a probationer decides to discontinue her/his service, she shall notify the supervisor in writing at least seven (7) days prior to the effective date of separation.

Policy review

The provisional employment policy will be reviewed at least every three (03) years, but management may review the policy any time. It deems necessary in response to changes in legislation or for whatsoever other reasons.

Annex: A

Managing the transition of six (6) months' probation

- The policy of (06) months' probation period will be effective from 01 July 2025.
- Those who have completed six (6) months' probation period by viewed by 01 July 2025 will be confirmed immediately (subject to supervisors' recommendation)
- Those who would complete their six (6) probation period will be effective from 01 July 2025 would undergo usual assessment followed by confirmation or recommended action as appropriate according to this policy.