

PROBATIONARY PERIOD POLICY

1. PURPOSE

1.1 The purpose of probationary clause is to offer the Municipality the opportunity to establish the suitability of the employee based on the inherent requirement of the job and culture fit.

2. SCOPE OF THE APPLICATION

2.1 All newly appointed permanent employees and fixed term contract employees employed by the municipality for periods in excess of 12 months.

2.2 There shall be no probation for existing employees taking up new jobs within the municipality whether through promotion or lateral movements.

3. POLICY STATEMENT

3.1 Probation shall not be linked to any remuneration and benefits.

4. PROBATION PERIOD

4.1 All new appointees in the Municipality will be placed on three (3) months probation period which could be extended to six months subject to the conditions set out in this policy.

4.2 In the event the employees fails to perform his duties at the expected standard within the first three (3) months the employer will extend the probation for a further 3 months and within the extended 3 months the employer must come up with a programme to capacitate the incumbent.

5. PROBATION PROGRAMME

5.1 The municipality will implement a structured program to manage the probation of employees as follows:

5.2 A proper job profile containing the key performance areas of the job as well as identifying the key competencies (skills, knowledge and personal attributes) required to succeed in the job will be provided and discussed with the employee by his/ her immediate manager (or the latter's supervisor) within a week of the employee assuming duties.

5.3 the basis for the evaluation of probationary terms.

6. MEETINGS TO MONITOR PROGRESS

- 6.1 The relevant manager and the employee will agree on a schedule of meetings to monitor the employee's progress.
- 6.2 Although the municipality expects these sessions to be held at least once a month, the parties can agree on more (but not less) frequent meetings.

7. MANAGER'S DUTIES

- 7.1 It is the manager's responsibility and duty to support the employee with all means possible in order to for the latter to fulfil the requirements of the probation. The following are the example of the support employees may require from their managers:
- (1) Providing the new employee with all reasonable material resources she/ he needs to perform his/ her duties satisfactory.
 - (2) Ensure that the new employee is exposed to the necessary training to reinforce his/ her capacity to perform.
 - (3) Guidance and other personal interventions to the new employee in the form of mentoring and or coaching.
- 7.2 Proper orientation of the employee within the municipality, the department and their team.
- 7.3 Line managers will approach the Human Resources Section with requests for assistance for support at any stage in the management of the probation of new employees.

8. PROBATION ASSESSMENT

- 8.1 Twice during the six months probationary period, during the third and last months, the manager and employee's meeting will take on a formal form status and their proceedings shall be recorded on the appropriate form and duly signed by both parties.
- 8.2 The last of the two quarterly meetings shall have the status of deciding on the outcomes of the probation assessment.

9. OUTCOME OF THE PROBATION ASSESSMENT

- 9.1 One or more of the following may constitute the outcome of probation:
- (1) **Confirmation of appointment**- this will be informed by the positive outcomes of the assessment of the progress made by the employee in terms of the probationary areas covered by the agreement between the employee and her/ his manager.
 - (2) **Extension of the probationary period**- in situation where the employee's progress has been steady but not fully meeting the requirements of the job the manager may decide to extend the employee's probation for a period not exceeding six months. During this period all the provisions of 3.1.2 will apply.
 - (3) **Termination of the service of the employee**- where it can be proved that the employee has failed to meet the requirements of the job despite proven and

persistent support by the manager and or other parties within the municipality, the employees service may be terminated.

9.2 Line Managers are responsible for providing the Human Resources Section with all outcomes of the probationary assessment promptly after each quarterly reviews of the probation of employees.

10. HUMAN RESOURCES SECTION RESPONSIBILITIES

10.1 It is the responsibility of the Human Resource Section to provide capacity and assistance to all line managers in respect of their responsibilities towards the effective management of the probationary contracts.

10.2 The Human Resource Section will ensure all letters of appointments of employees covered in this policy will bear the probationary clause.

10.3 Upon assumption of duty by the new employee, the Human Resources Section will provide the line manager concerned with the necessary documents including job profile, forms, etc for the effective management of the employee and employer relationship during probation,

10.4 The Human Resources Section will implement all the outcomes of the reviewal of employees probations subject to proper procedures being duly followed by the line managers.

10.5 The Human Resources Section must keep all probationary records in employee's files as well frequent updating of the Human Resource Information System for reporting and other compliance reasons.