

Probationary Procedure

If an Employee's performance or conduct is unsatisfactory the following procedure should apply (for cases of serious misconduct see 5.3 above).

Establish shortcomings gather information and facts

Review at 8 weeks earlier if necessary

Manager arranges initial interview with at employee and informs of shortcomings. Specifies improvements required - agrees action to be taken. Manager takes notes of meeting and gives employee a copy Sets review date(s)

Review on agreed date (earlier if major problem has not been resolved) Manager to arrange meeting and advise employee of right to have TU Representative or work colleague accompany them.

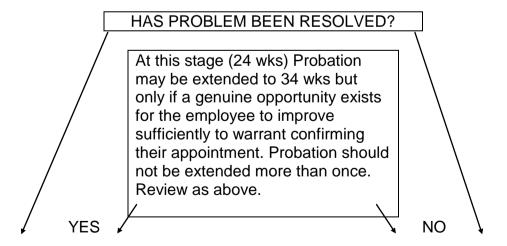
Invite Human Resources Representative - outline problem areas

Agree improvements required
Put in writing/set review date(s)

Warn contract will be terminated if no or insufficient improvement

Final Review (no later than 24 wks)

Review on agreed date (earlier if major problems) Manager to arrange further meeting as before. If problem has not been resolved - detail unsatisfactory performance. Give opportunity to reply. Review facts.



Confirm in writing - include transfer to permanent staff

State intention to dismiss - confirm in writing giving info on appeal procedure

More frequent reviews may be arranged according to the circumstances of the case.