



This Guide provides key information on the probationary period of a new employee and is a period of review and appraisal to make sure both the employer and the new employee are satisfied the role is as advertised, and is being performed satisfactorily. The probation period shall be detailed in the employment agreement. This Guide should not be used as a substitute for the Recruitment Policy. All template and associated documents are listed in the Recruitment Policy.

Fixed term or permanent employment is given only when the employee satisfactorily completes their probation period.

Exclusions

This Guide does not apply to:

- Casual employees.
- Fixed Term employees employed for less than 6 months.
- Employee transfers due to redundancy.
- Independent contractors.

Employer Responsibilities

- Administering this Policy and ensuring employees have access to the Policy.
- Implementing personnel policies which ensure fair and proper treatment of employees.

PROBATION PERIOD TERMS AND CONDITIONS

- All new employees shall be under probation for an initial period of three months and up to a maximum of six months, if required.
- Management must review the employees' progress and performance at 30, 60 and 90 day check in points to provide feedback and identify any training or development needs.
- Both parties will promptly discuss any difficulties that arise.
- Both parties must deal with each other in good faith.
- If found satisfactory the employee will proceed to employment under the terms of their employment agreement.
- Paid Annual leave cannot be taken within the first three months of the probationary period.
- An increment increase to the employees' base salary can be provided in the Employment Agreement, on the successful completion of the Probationary Period.

EXTENSIONS AND TERMINATION

- The employer will appropriately warn the employee if he or she is contemplating termination.
- At any time during the period of probation (including extension, if any), if in the opinion of the Management, the work or conduct of the employee is found unsatisfactory, his/her contract may be terminated with four weeks' notice, unless otherwise stipulated in the Employment Agreement.
- The probation period does not limit the legal rights and obligations of the employer or the employee

PROBATIONARY PERIOD MANAGEMENT PLAN

- During the term of the Probationary Period, the Employer and Employee shall participate in completing a Performance Development Plan within the first week of employment and then reviewed at the 30, 60 and 90 day check in points.
- The last review should provide for any performance development plans for the remaining financial year.

For policy queries or issues in the administration of this Policy, Contact the Office of the Public Service Commissioner on (682) 29 421 or email: opsc.policy@cookislands.gov.ck