



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT
OF
PUBLIC WORKS**

Policy Name	Management of Probation Policy
The revision/ version of the Policy	02
Domain	Human Resource Development

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ACRONYMS AND ABRREVATIONS

CIP	-	Compulsory induction programme
MEC	-	Member of the Executive Council
PSCBC	-	Public Service Coordinating Bargaining Council
LPDPW	-	Limpopo Province Department of Public Works
HRM	-	Human Resource Management
GEPF	-	Government Employees Pension Fund

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1. INTRODUCTION

This policy document focuses on the management of probation within the Department. It is an extension of the department's procedures for recruitment and selection, and sets out the term of the probation period and procedures to be used in determining whether permanent appointment is to be confirmed. Probation is a "period of adjustment", which is the first twelve months in which an officer is appointed, transferred or promoted to a new position in the Public Service.

The probationary period does not only provide an employer with an opportunity to assess an employee's knowledge, skills and aptitude and other abilities by observing his or her actual work performance for purposes of permanent or replacement, but also provides an employee with the opportunity of:

- deciding whether he or she has made the correct choice, namely, either the employer or probationer may opt out of an employment contract at short notice; and
- Obtaining orientation training on his or her new work environment and job content in order to meet performance requirements and standards.

2. PURPOSE & OBJECTIVES

The purpose of this policy framework is to ensure that the Department is able to manage the appointments, transfers and promotions of employees on probation in a consistent manner.

- 2.1 To provide the Department with an opportunity to assess the performance and future potential of the new appointees before deciding whether or not to confirm the appointment.
- 2.2 To help identify the employee's training and development needs and provide appropriate development activities to assist in achieving his or her full potential.
- 2.3 To assist new appointees to adapt to the culture of the organisation.

3. AUTHORISATION

The policy is authorised and issued by the Executive Authority to the delegated employees who are managers and supervisors for the proper management of newly appointed employees.

The legal framework includes any other Collective agreement and amendments to the existing legislation and any other subsequent relevant legislation that may be promulgated



4. LEGAL FRAMEWORK

- 4.1. The Public Service Regulations, 2001
- 4.2. The Public Service Act, 1994
- 4.3. The Labour Relations Act, 1995
- 4.4. Resolution no.15 of 2002, amendments to PSCBC resolution 7 of 2000 and PSCBC resolution 5 of 2001
- 4.5. All other relevant collective agreements

5. SCOPE OF APPLICATION

Newly-employed, transferred and promoted employees in the Department of Public Works.

6. DEFINITIONS

- 6.1. **New employee** means any new employee in the Department who is mentioned in the scope of application.
- 6.2. **Probation** means a period of twelve (12) months that a new employee is suppose to serve before confirmation of appointment. This period can be extended should the employee not satisfy the employer in terms of conduct and or performance.
- 6.3. **Employer** means any individual representing the Department delegated with the function of supervising and or overseeing the performance and conduct of the new employee.
- 6.4. **The Department** means LPDPW.
- 6.5 **Compulsory Induction Programme-**

7. POLICY PRONOUNCEMENTS

7.1. Process

A formal probation procedure helps to ensure that:

- 7.1.1. The performance, conduct, timekeeping and attendance of the probationer are assessed throughout the probationary period;
- 7.1.2. Managers provide new employees with encouragement, guidance and timely training; and
- 7.1.2 Both manager and new employee know where they stand throughout the probationary period and give proper consideration to the issue of continued employment.

7.2. Commencement

Within the first month of duty, the new employee will meet with his or her manager to:

- 7.2.1. Discuss and agree on the job description, duties and responsibilities, standard of performance, conduct and results expected during the probation period; and
- 7.2.2. Sign performance agreement and set dates for quarterly reviews.



7.3. During Probation

Throughout the probation period, the probationer's performance should be reviewed on a quarterly basis, and receive feedback from his or her supervisor. If necessary, the probationer must receive training, counselling or other assistance from the supervisor to meet the requirements for confirmation. All aspects of the performance review must be discussed openly and agreed upon with the probationer.

7.4. Final Assessment

On the day of the final assessment, the manager and probationer will sit down and discuss the employee's performance throughout the year based on the Performance Instruments. The supervisor will then complete a probation report where he or she will be expected to recommend permanent appointment, extension of the probation period or termination of employment. If the probationer has been found suitable for the relevant post, he or she will receive written confirmation of appointment at the end of the probationary period.

7.5. Termination and extension of probation period

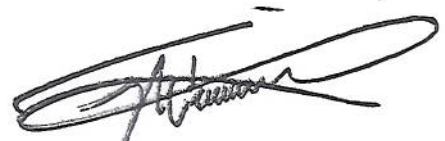
Only one extension of probation is normally allowed, and the extended probation period will have a total duration not longer than the initial probation period of twelve (12) months. The manager or supervisor will therefore notify the employee concerned in writing:

- 7.5.1.1. Noting unsatisfactory points still requiring attention;
- 7.5.1.2. Encouraging discussion of the problem with the manager; and
- 7.5.1.3. Emphasising that should performance not be completely satisfactory at the conclusion of the extension period, the appointment will be terminated.

When dismissal as a result of poor performance is considered, the probationer will be afforded the opportunity to state his or her case, during which process a colleague or trade union representative may assist him or her. The employee should be advised of his or her rights to follow dispute resolution mechanisms available to him or her.

7.6. Transfer during probation

An employee who is serving probation may not request to be transferred to another post in the department, unless special permission is obtained from the Head of Department through submission from Policy and HRM directorate.

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7.7. Probation entitlements

7.7.1 Pension

Pension for probationers shall be treated according to the rules and regulations of the GEPP.

7.7.2. State guarantee

An official should have worked for twelve (12) pensionable months in the Public Service in order to qualify for a state guarantee to secure a housing loan.

7.7.3. Leave

The probation period of an employee shall be extended by the number of days leave (vacation, sick and special leave) taken during the probation period

7.7.4. Medical Aid

Officials on probation do qualify for medical aid benefit.

7.7.5. Motor vehicle scheme

Officials serving probation are not prevented from applying for a subsidized vehicle.

7.7.6. Attachment/s

8. DEFAULT/ PENALTY

Failure to comply with the provisions of this policy will be dealt with in terms of the Public Service Disciplinary Code and procedures as amended

9. DISPUTE RESOLUTIONS

Any dispute that may arise out of the interpretation or application of this policy will be resolved through grievance resolution procedure for the public service

10. INCEPTION DATE

The inception date of this policy is a day after the approval by the Executive Authority.

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11. POLICY REVIEW

The policy will be reviewed as and when there are new developments or amended by the relevant legislation.

12. ENQUIRIES

Enquiries with regard to any matter relating to this policy will be directed to the Human Resource Development directorate

Approved/ Not Approved


EXECUTIVE AUTHORITY

25/07/13
DATE