



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

# CAPE AGULHAS MUNICIPALITY

## HUMAN RESOURCES

### PROBATIONARY PERIOD POLICY

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#### Revision History

REVISION	DATE	AUTHOR	REASON FOR CHANGE

Issued Date :

Effective Date: Date of Council Approval:



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## **CAPE AGULHAS MUNICIPALITY**

# **PROBATIONARY PERIOD POLICY**

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## **1. PREAMBLE**

A newly appointed employee should be subjected to performance assessment in order to establish whether he is in a position to satisfy the requirement of the job for possible permanent appointment. The physical working environment must also be taking into account.

## **2. LEGISLATIVE FRAMEWORK**

Labour Relations Act

Basic Conditions of Employment Act

South African Local Government Collective Agreement

## **3. DEFINITIONS OF TERMS**

**“Employer”** means a legal entity that controls and directs a worker under an express contract of employment and is obligated to pay him/her a salary or wages.

**“Employee”** means an individual who is hired to work part time or full time under the contract of employment whether written or verbal and has recognized rights and duties express to a salary or wages.

**“Probationary period”** refers to an initial period of employment during which an employee’s performance is tested to determine Performance.

## **4. OBJECTIVES OF THE POLICY**

The objective of this policy is to establish guidelines for employees to serve an introductory period of employment to determine if the employee will be granted permanent employment in the municipality.

## **5. SCOPE AND APPLICATION**

The policy is applicable to all newly appointed and promoted employees of the Cape Agulhas Municipality.

## **6. PROBATIONARY PERIOD REQUIREMENTS**

All newly appointed or promoted employees must serve a six month probationary period which is calculated from the inception of appointment. This is also applicable to employees who have occupied new positions as a result of internal promotions.

## **7. NOTIFICATION OF NEW PROBATIONARY PERIOD**

The appointment letter that the employee receives must include the conditions that the appointment is subject to serving a probationary period of six months. This also becomes applicable to employees who have been promoted into new positions within Cape Agulhas Municipality.

## **8. EXTENDED PROBATIONARY PERIOD**

Probationary period may be extended up to and not exceeding the period of twelve months on the following conditions:-

### **8.1 Performance reasons**

- (a) Extension of probationary period will be done on the basis of performance. The immediate supervisor must on a monthly basis evaluate the employee's performance, recorded it and keep a portfolio of evidence.
- (b) The performance appraisal of the probationer should be done on an ongoing basis so as to ensure that shortcomings in work performance are identified and necessary corrective action taken immediately. However, such an appraisal must be aimed at correcting behaviour in terms of the criterion set.
- (c) The employee on probation is also entitled to be given whatever instruction, training, guidance or counselling where necessary to enable him/her to render a satisfactory service.
- (d) The prescribed probationary report must be completed by the immediate supervisor of the probationer and approved by the Head of the Department.
- (e) The report must be completed on a bi-monthly basis i.e. every two months and immediately upon expiry of the relevant reporting period using the probationary format used in Cape Agulhas Municipality.
- (f) The probationary report shall be sent to the Human Resources division for record keeping until the last report is received. If the employee succeeded in the first six months of his/her appointment,

then the total number of probationary reports will be three (including the final report) which would have approved permanent appointment.

**2.**

- (g) In case when the probationer does not meet the required performance standard or is alleged to be incompetent, the supervisor should advise the employee of the aspects in respect of which he/she does not meet the required standards or is alleged to be incompetent. The supervisor through the Director of a department must give written reason to the employee as to why it is necessary to initiate the procedure in respect of poor performance.
- (h) Before demoting an employee or terminating his/her service for poor performance, the employer must convene an inquiry in order to give the employee the opportunity to make representation in response to the allegations against him/her.

## **8.2 Leave**

Probationary period in respect of the newly appointed employee will be extended on the basis of leave taken during the probationary period. All types of leave as contained in the Conditions of Service and as per Cape Agulhas Municipality's leave policy will extend the period of probation if taken during the period in which the employee is still under probation.

The extension of probationary period may not exceed twelve months, excluding periods of leave with or without pay as described above.

## **8.3 Change of position during probation**

Should an employee, during the six months' probationary period move to a different position, he/she will have to start a new probationary period of six months in the new position.

## **9. COMPLETION OF PROBATION**

- 9.1 The Human Resources division shall monitor the probationary period of all newly appointed and promoted employees and advise the director concerned to submit the last probationary report which either approves or extends the employee's probationary period.

9.2 On receipt of the last probationary report, the Human Resources division shall notify the employee in writing of his/her permanent appointment.

**3.**

9.3 If a probationary employee works beyond the six months period without being evaluated and or submission of reports and or without notification of the extension of his/her probationary period, will be regarded as having successfully completed the probationary requirements.

9.4 When the final probationary report is finally submitted to the Human Resources division, the employee's probationary period will be retrospective from the date in which he/she was supposed to have been confirmed.

## **10. PROCEDURE IN DEALING WITH POOR PERFORMANCE AND OR INCAPACITY**

10.1 In dealing with incapacity and or poor performance in respect of employees on probation, the provisions of fair labour practice as embodied in various legislations including the Labour Relations Act, 1995 should be strictly adhered to.

10.2 The Director of a department shall motivate to the Municipal Manager and give reasons why the employee's probation must not be confirmed.

10.3 In his/her report, shall be the attachment of evaluation reports, bi-monthly probationary reports as well as evidence of support given to the employee for him/her to improve performance.

10.4 The Municipal Manager shall approve the termination of the employee on incapacity after satisfying himself through the reports that the employee was incompetent.

## **11. IMPLEMENTATION AND MONITORING**

The policy will be implemented and become effective once approved by Council.

**12. COMMUNICATION**

The policy will be communicated to all employees using a full range of communication methods available in the municipality. **4.**

**13. POLICY REVIEW**

The policy shall be reviewed annually and revised whenever it is necessary.

**14. DISPUTE RESOLUTION**

Any dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy.

**15. APPROVAL**

**Council resolution \_\_\_\_\_ dated \_\_\_\_\_**

\_\_\_\_\_  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**COUNCIL**

\_\_\_\_\_  
**DATE**



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**CAPE AGULHAS MUNICIPALITY**

**PROBATIONARY COMMENTS: NAME .....**

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**BACKGROUND**

**1.1 Higher Education Qualification**

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**1.2 Work Related Experience**

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**1.3 Competency Areas**

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**DISCUSSIONS**

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## EMPLOYEE ASSESSMENT

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### 9.1 Basic Work Factors

Activity	Exceed standard	Meets standard	Below standard
Quality / quantity			
Timeliness			
Use of resources			
Attendance and punctuality			

#### Comments:

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### 9.2 Communication

Activity	Exceed standard	Meets standard	Below standard
Oral Communication skills			
Written Communication skills (report writing)			

#### Comments:

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### 9.3 Interacting with others

Activity	Exceed standard	Meets standard	Below standard
Cooperation and team work			

Interpersonal relationships			
Client services			
Public relations			

**Comments:**

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**9.4 Conceptual skills**

Activity	Exceed standard	Meets standard	Below standard
Planning			
Problem solving			
Creativity			

**Comments:**

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**9.5 Job skills**

Activity	Exceed standard	Meets standard	Below standard
Job knowledge			
Handling challenges			
Initiative			
Administration			

**Comments:**

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**9.6 Manager/Supervisor performance factor**

**9.6.1 Planning and organizing**

Activity	Exceed standard	Meets standard	Below standard

Setting objectives			
Organizing and work allocation			
Coordination/integration			
Monitoring group results			

**Comments:**

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**9.6.2 Managing/Supervising employees**

Activity	Exceed standard	Meets standard	Below standard
Staffing			
Defining expectations			
Feedback and coaching			
Performance reviews			
Human resources development			
Leadership and motivation			
Communication link			

**Comments:**

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**10. Conclusion**

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**IMMEDIATE SUPERIOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DIRECTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**REPRESENTATIVE (UNION)**

\_\_\_\_\_  
**DATE**