

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

P213/PROB1

HUMAN RESOURCES POLICIES AND PROCEDURES/APPOINTMENT

Probation for Non-Academic and Non-Teaching Staff

Purpose

As part of the prudent staff performance management of the University, a probation period would be applied to non-academic and non-teaching staff (non-AT staff). The implementation would facilitate an early and timely assessment of the newly joined staff's performance and suitability for the role, and coaching for him/her as well as dialogues for performance recognition and enhancement.

2. Non-AT staff includes administrative and support staff from Bands A to I, and staff of the research track, teaching support, project coordination and those with job roles of similar nature. If circumstances incur in future where new staff category or positions arise, the Human Resources Office (HRO) should be consulted for advice of application, and respective Vice-president's approval should be sought as appropriate.

Principles for Application of Probation

3. Probation is applied to all non-AT staff with **full-time appointment of at least one year**, regardless of the source of funding. Duration of probation and notice period applicable for respective job levels are as follows:

Position category		Band/rank/role		Probation period	Notice period during probation		Notice period after probation
					First month	Remaining months	
Managerial/ Senior Professional		F to I		6 months	Not required	1 month	3 months
Executive/ Professional	Research track	D to E	Junior Research Assistant to Senior Research Associate; teaching support, project coordination and job roles of similar nature	3 months		2 weeks	1 month
General		A to C					

4. Probation may be applied to non-AT staff with an appointment period of less than one year at the discretion of hiring managers ("hiring managers" here refers to those who are performing the hiring and supervisory role in general and may actually holding other functional titles). However, probation will not apply to short-term appointments renewed for the same role continuously for up to one year or more cumulatively. HRO should be consulted and the approval of respective vice-presidents should be sought as appropriate.

5. With the implementation of probation period, eligibility of staff benefits commencing from the first day of joining remains.
6. For cessation of appointment before completion of entire contract period, whether during or after probation and regardless of the reasons, the appointee will not be offered the end-of-contract gratuity or its pro-rata.
7. No probation will be applied to an existing staff member who is appointed or reappointed to a position in the same or higher band, whether through open recruitment or a promotion panel.
8. For staff re-joining the University after a break of service in six months or less, waiver of probation may be considered subject to the joint decision of the hiring unit and HRO. However, no salary increment should be considered for a staff taking up a position in the same band as in their last contract with the University.

Probationary Assessment

9. The appointee will be subject to performance assessment near the end of probation, normally at the end of the penultimate month of probation. The supervisor will conduct an assessment with the appointee concerned in an interactive and candid manner, and complete a probationary performance assessment form (HRO/PROB/F1) to document the discussion.
10. The supervisor will make a clear recommendation for one of the following options with the approval of at least two levels up by the Head of Section (normally direct report of Head of Office) / Head of Department (and Head of Office / Dean / relevant Vice-President where appropriate):
 - i. Satisfactory completion of probation; OR
 - ii. Extension of probation (for once and maximum three additional months) for further performance observation; OR
 - iii. Termination of appointment
11. Extension of probation can only be applied once and for a period of three additional months at maximum. Performance assessment will be conducted again before end of the extended probation period. One of the two options, (i) or (iii), should be concluded in due course.
12. For termination of appointment, regardless of the rank/band of the appointee, approval from Head of Office / Dean is required.
13. It is expected that appointees who are recommended for satisfactory completion of probation must have demonstrated good performance, while those recommended for extension of probation or termination of appointment should be clearly informed of their incompetency or mismatch of job expectation, and the areas for improvement.
14. The assessment and recommendation should be **submitted to HRO at least two weeks before the end of probation**. Letters will be issued by HRO to facilitate communication of the outcome by respective supervisor to the appointee before the end of probation in **both**

verbal and written arrangement.

15. No salary adjustment will be applied as a consequence of confirming the passing of probation. Salary reviews are dealt with separately in accordance with the University's prevailing salary adjustment protocol.

Human Resources Office

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(Approved by Council on 15 December 2020)