13.2 PROBATION

13.2.1 Staff Members employed on a fixed term contract, Curtin Research Contract, Curtin Open Contract or continuing contract will be subject to a maximum probationary period as follows:

<table>
<thead>
<tr>
<th>Continuing &amp; Curtin Research Contract</th>
<th>Probation Period</th>
<th>Extended probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Members (Levels A – E)</td>
<td>3 years’ service</td>
<td>Nil</td>
</tr>
<tr>
<td>Academic Staff Members (Levels A to E) employed on a Curtin Open Contract or Fixed Term Contract immediately prior to offer of Continuing Contract</td>
<td>Minimum 12 months or balance of 3 years’ service from date of commencement of fixed term or Curtin Open Contract at Curtin University whichever is the greater.</td>
<td>Nil</td>
</tr>
<tr>
<td>Curtin English Academic Staff members</td>
<td>6 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Professional and General Staff Members</td>
<td>6 months</td>
<td>3 months</td>
</tr>
<tr>
<td>General Staff Members appointed to trades positions</td>
<td>3 months</td>
<td>3 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curtin Open Contract</th>
<th>Probation Period</th>
<th>Extended Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Members (Levels A – E)</td>
<td>12 months</td>
<td>Nil</td>
</tr>
<tr>
<td>Curtin English Academic Staff members</td>
<td>6 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Professional and General Staff Members</td>
<td>6 months</td>
<td>3 months</td>
</tr>
<tr>
<td>General Staff Members appointed to trades positions</td>
<td>3 months</td>
<td>3 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed Term</th>
<th>Probation Period</th>
<th>Extended probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Members less than 12 months</td>
<td>6 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Academic Staff members 12 months or greater (Levels A – D)</td>
<td>12 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Academic Staff Members Level E</td>
<td>12 months or by agreement up to 3 years</td>
<td>12 months or lesser period</td>
</tr>
<tr>
<td>Curtin English Academic Staff members</td>
<td>6 months</td>
<td>3 months</td>
</tr>
</tbody>
</table>
13.2.2 The University will advise a Staff Member in writing of a decision to confirm, extend or terminate the appointment on or before conclusion of the Probationary Period, such advice to be provided not less than 10 working days prior to the conclusion of the Probationary Period.

13.2.3 A Probationary Period may be extended provided that the Staff Member is notified in writing of the reason for the extension not less than 10 working days prior to the conclusion of the initial Probationary Period.

13.2.4 Prior to any decision to terminate employment:
   a) a Staff Member on probation will be advised of any adverse material about the Staff Member that the University intends to take into account in a decision to terminate the employment; and
   b) the University will give the Staff Member the opportunity to respond within 10 working days of receipt of the advice.

13.2.5 Any decision to extend or terminate the Probationary Period must be agreed to by the Director, People and Culture or Deputy Director(s) (People and Culture).

13.2.6 If the probationary appointment is to be terminated, the University will give:
   a) a Staff Member with less than 6 months service not less than 1 week written notice or payment in lieu of notice; and
   b) a Staff Member with 6 months or more service not less than 4 weeks written notice or payment in lieu of notice.