

**Probation Upon Appointment**

1. This policy provides the framework guidance on the administration of a probationary period to the initial fixed term appointment of UNDP staff members where that initial appointment exceeds one year.

**Purpose**

1. The purpose of the policy is to create a framework to ensure that newly recruited staff members on appointments exceeding one year can fully demonstrate their suitability as international civil servants and show that they meet the high standards of efficiency, competence and integrity established in the Charter of the United Nations.
2. This policy applies to all new UNDP fixed term appointments, including for staff members being transferred or seconded to UNDP under the *Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations Applying the United Nations Common System Salaries and Allowances* on any type of appointment of more than one year. It does not apply to staff members appointed by UNDP on behalf of other UN entities or staff members with service limited to such entities.

**Probationary period**

1. All initial fixed term appointments of more than one year are subject to a probationary period of one year in the first year of appointment.
	1. Previous service on a temporary appointment, service or individual contract will not shorten or waive any subsequent probationary period to be served on a new fixed term appointment of more than one year;
	2. Staff members transferred or seconded to UNDP on any type of appointment of more than one year are subject to a probationary period of one year in the first year of appointment;
	3. Staff members previously employed by UNDP, who re-join UNDP after a break in service of one year or more, are subject to a probationary period of one year in the first year of appointment.
2. The probationary period may be extended exceptionally up to 18 months when, in the judgment of the supervisor, more time is required to determine the staff member's performance or suitability (e.g., due to the staff member's absence on sick leave or parental leave).

1. In the event that a staff member is promoted or transferred to a different post while still on probation, the staff member does not start a new probationary period but continues to serve on probation after promotion or transfer provided, however, that the total probationary period does not exceed 18 months.

**Assessment of performance during probation**

1. Confirmation of a staff member’s appointment is dependent upon satisfactory completion of their probationary period including such elements as (i) satisfactory performance of the duties and responsibilities assigned to them; and (ii) and satisfactory conduct and suitability for the International Civil Service. Unless the interests of UNDP compel the staff member's separation before completion of the probationary period, the one-year probationary period includes a plan of work and two review periods to be reported upon. The following schedule should be observed closely:
	1. **Work plan (within three weeks of entry on duty):** the first level supervisor discusses the job description with the staff member and provides them with a plan of work embracing the duties to be performed or objectives and tasks to be completed within the probationary period;
	2. **First review period (no later than six months after entry on duty):** the first level supervisor completes a Probationary Performance Appraisal Report, and discusses it with the staff member, who may request that the staff member’s observations be attached to the report. It is then recorded in the staff member's personal performance and development file via the on-line PMD tool, accessible to the staff member;
	3. **Second review period (no later than ten months after entry on duty):** the first level supervisor completes the Probationary Performance Appraisal Report for the second review period. The second level supervisor decides whether to: a) confirm the appointment, b) extend the probationary period or c) not confirm the appointment. The report is again shown to and discussed with the staff member, who may request that the staff member’s observations be attached to the report. The staff member's observations, if any, are included in the staff member’s personal performance and development file.
2. Non-cooperation by the staff member with the probationary process or the assessment schedule agreed to, may lead to the termination of the appointment.
3. Exceptions to the assessment schedule in Paragraph 7 may be granted by the Director, Office of Human Resources (OHR).

**Confirmation of appointment**

1. If the second level supervisor confirms the appointment, the report, including any attachments, is kept in the staff member’s personal performance and development file.

**Extension of Probationary Period**

1. If the second level supervisor decides that the extension of the probationary period is warranted, OHR is informed of the reasons for the extension and is provided with a copy of the Probationary Performance Appraisal Report, together with any observations of the staff member. If the probationary period is extended:
	1. The first within-grade salary increment is suspended for the staff member concerned and is granted retroactively to the staff member if the appointment is subsequently confirmed.
	2. A further plan of work is established by the first level supervisor covering the period of extension. At the end of the extension, a recommendation is made by the second level supervisor to confirm the appointment or terminate the staff member’s appointment.
	3. Copies of the report, work plan and other relevant documents are kept in the staff member’s personal performance and development file.

**Termination of appointment**

1. If the second level supervisor considers that termination of the appointment is in UNDP’s interest because the probationary period was not satisfactorily completed, the staff member must be notified in writing, no later than **six weeks prior to the date the probationary period expires**.
2. The staff member has **five working days** following receipt of the written notice in paragraph 12 in which to comment to the second level supervisor. A copy of the staff member's comments is sent to OHR, along with any supporting documentation.
3. After consideration of the staff member's reply or, failing such reply, at the close of the **five-day period**, the second level supervisor submits a recommendation for termination of appointment to the Director, OHR, who forwards it to the Assistant Administrator and Director, Bureau for Management Services (BMS) for decision.
4. The Director, OHR advises the second level supervisor concerned and the staff member of the decision taken. Copies of the report, the notification and other relevant documents are included in the staff member's personnel file.

