



Human Resources: Policy on probation

DRAFT

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Our Values: Care – Enjoy – Pioneer

1. Introduction

We operate probationary periods for all new employees. We recognise that starting a new job can be challenging and are committed to ensuring that you are fully supported during your probationary period.

2. Aim

The aim of the probationary period is to allow both you and the organisation to assess objectively whether you are suitable for the role.

3. Scope

This policy applies to employees employed by us. It does not apply to casual workers, contractors, consultants or any self-employed individuals working for the organisation.

4. Probationary process

4.1 Your contract of employment will specify your employment is subject to a 6-month probationary period, and any conditions attached to it.

4.2 Probation plan.

At the start of your employment, your line manager will put together a probation plan setting out:

- The training that will be provided to you;
- The objectives that you will be expected to meet; and
- Our expectations in terms of your conduct.

Your individual plan will depend on your job role, level of responsibility, previous work experience and your training needs.

As your probationary period will coincide with the induction process, some of the tasks that you cover during your induction may be used to review your performance, capability and suitability for the role as part of your probationary period.

4.3 Review meetings (at one month, and three months service)

Throughout your probationary period, your line manager will monitor your performance and progress and provide feedback to you during the review meetings.

In addition to these review meetings, your line manager will check in with you regularly to ensure that you understand what you need to do, provide you with feedback and check that you are receiving sufficient support and training to do your job from them, the line manager or from other team members.

If your review meetings are not happening, or your line manager is not providing feedback on your progress and support that you would expect, please speak with your HR Adviser in the first instance. In such circumstances the employee would be supported and an appropriate review undertaken.

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4.4 Final review meeting (between 4- and 5-months service)

Shortly before the end of your probationary period, your line manager will meet with you to conduct a final review of your performance, progress and suitability for the role.

If your line manager feels that satisfactory progress has not been made during your probation, you will be informed in writing prior to the final review meeting. The letter will set out sufficient information and examples of why your line manager believes your performance has fallen short of an acceptable standard and explain the possible outcomes of the meeting (see below). In these circumstances, you may, if you wish, ask a work colleague, a Staff Committee representative or Unison official to attend the meeting with you.

At the meeting, you will be given an opportunity to ask questions and comment on your probationary period.

The outcome of the meeting may be a decision to:

- Confirm your permanent appointment where your line manager is satisfied with your performance.
- Extend your probationary period (see below) or
- Terminate your employment if your line manager considers that further support or training is unlikely to lead to a satisfactory standard of performance.

The outcome will be confirmed to you in writing, following the final review meeting, explaining the grounds on which the decision was reached.

4.5 Final review of extension meeting

The decision to extend your probationary period will be entirely at our discretion.

This may be in circumstances where your performance has not been entirely satisfactory, but we consider that an extension may lead to an improvement, or where you or your line manager has been absent from the workplace for an extended period during the probationary period.

If an extension to your probationary period is agreed, we will write to you setting out:

- The length of the extension and the date on which the extended period of probation will end;
- The reason for the extension and, if the reason is poor performance, details of how and why your performance has fallen short of your objectives;
- The objectives that you are required to achieve by the end of the extended period of probation; and
- Any support, for example further training, that will be provided to you during the extended period of probation.

Any extension should be agreed and arranged before your original probationary period ends.

4.6 Appeal

You have the right to appeal against the decision to dismiss you during your probationary period.

Your appeal should be sent in writing to the Head of People Management within 5 days of receiving our decision. Your letter should set out the grounds on which you are appealing. An appeal meeting will be convened to consider the matter. You may, if you wish, ask a work colleague, Staff Committee representative, or Unison official to attend the appeal meeting with you.

You will be informed of the outcome of your appeal as soon as possible and no later than 10 days after the appeal meeting. The outcome of the appeal will be final.]

4.7 Responsibility during the probationary period

Your line manager will take the lead role in monitoring your performance and progress during the probationary period.

5. Relevant legislation and links to other policies and guidance

5.1 Relevant legislation:

- Equality Act 2010
- Employment Rights Act 1996

The Equality Act 2010 must be observed during the probation period, and ensure that the reasons for a dismissal, even during the probation period, are not discriminatory.

As with any dismissal, documented evidence is needed to demonstrate that the reasons for dismissal are non-discriminatory.

5.2 This policy should be read in conjunction with the following:

- Learning and development policy
- Recruitment and selection guidance