



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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## **BISHOP GROSSETESTE UNIVERSITY**

### **PROBATIONARY POLICY AND PROCEDURE**

#### **POLICY STATEMENT**

Bishop Grosseteste University recognises the importance of the probationary process as a means of assessing a new employee's performance in their job. The first few months of employment are a continuation of the recruitment and selection process and offer the opportunity for both the University and the employee to decide if the job is right for them.

#### **INTRODUCTION**

This policy provides guidance to both managers and individuals on the probationary period process.

The policy is based on the following:

- The probationary process will apply to all new employees
- In addition management may apply the probationary process to existing employees who are appointed to new jobs where the knowledge and skills required are significantly different to their existing job.
- In the circumstances where probation is not confirmed, redeployment should be considered to alternative, more suitable, employment.
- The probationary period will be for 6 months for support staff and 12 months for academic staff.
- Managers will monitor the probationary process in conjunction with Human Resources.
- The process will be conducted jointly with the new employee so that they are aware of progress and forewarned if performance is unlikely to result in confirmation of employment.

#### **PROCEDURE**

- Forms for completing the probation process for support staff and academic staff are available on SharePoint. It will be the responsibility of the line manager to ensure the process is completed and to inform HR of the final decision.

- Managers will need to complete the probationary review form for support staff at 2 months and just prior to 6 months, with further interim reviews as arranged, in the presence of the employee. For academic staff the procedure provides for an initial meeting, a further meeting after 5 months in post and then a final meeting which confirms (or otherwise ) that the individual has successfully completed his/her probationary period.
- Each form, when completed, should be countersigned by the employee to indicate their understanding of the situation and returned by the manager to HR on completion of the period.
- The aim of the process is to gauge performance in the job against relevant criteria. BG will assist the employee in meeting any shortfall in performance, skills, etc through appropriate support and training. The aim will be to achieve an acceptable level of performance by the end of the probationary period.
- Two weeks prior to the end of the probationary period the final report should be carried out so that the employee may be officially informed of the outcome at the time the probationary period is due to expire.
- There may be occasions where the employee's performance has not yet achieved acceptable standards but:
  - there is evidence of improving performance,
  - there is a desire to achieve the standards required, and
  - an assessment has been made by the line manager that acceptable standards should be achieved by a given date.
  - In these circumstances the probationary period can be extended once, and only for a fixed period. If the outcome of the probationary process is to not confirm the appointment, HR will liaise with the line manager to determine how the employment is to be terminated. This may be at any stage during the probationary period and should not be left to the final review if it is apparent that the new employee will not be able to succeed in their role.
- The disciplinary and dismissal policy and procedure will not become effective until satisfactory completion of the probationary period.