

P18 PROBATIONARY PROCEDURE FOR SUPPORT STAFF

Review date: May 2015
Approved by Finance and Personnel Committee: May 2015
Next Review: May 2017
Responsible: Vice Principal: Business
Operations

INTRODUCTION

The purpose of this policy is to set out the requirements of a probationary process that aims to:

- Provides the opportunity to assess whether the employee is able to perform the duties of his/her job to a satisfactory level
- To establish his/her long-term suitability for the post.

The procedure applies to all support staff employed by The Bushey Academy.

2. PURPOSE, SCOPE & PRINCIPLES

The probationary period provides the opportunity to assess whether the employee is able to perform the duties of his/her job to a satisfactory level. The Principal has a responsibility to ensure that the probationer is given every reasonable facility to aid his/her performance. Reports will be prepared by the academy which will be objective and constructive with the probationer's attention being drawn to any shortcomings with a view to an improvement being achieved.

A 26 week probationary period will apply to all new employees (support staff only) who do not have previous continuous employment with Hertfordshire or other Local Authorities, regardless of whether they are full or part time. Holiday periods will **not** form part of the probationary period.

Although the probationary procedure is only applicable to staff new to the academy, it is good practice to review closely the work of all staff even those transferred internally. This gives an opportunity to discuss progress so far, any further training needs and any concerns on either side.

It is recommended that formal probationary review meeting be held at 8, 16 and 24 calendar weeks.

Consideration must be given to those employees on term time only contracts to ensure that their review meetings take place at an appropriate time in the academy term. For example, term time employees whose first 8 weeks of employment include the summer holidays, the first (8 week) review will need to be adjusted accordingly. Where the performance is satisfactory the final review will remain at 24 weeks. However, in the case of unsatisfactory performance, reviews will be adjusted and the probationary period may need to be extended (see extension of probationary period).

This procedure is to be used in addition to normal supervisory arrangements. Review meetings will simply formalise feedback on performance/conduct the employee has already received via normal supervisory and management processes.

The probation period can be extended in exceptional circumstances with the agreement of both the Principal and the employee. If the employee does not want an extension to his/her probationary period and his/her performance remains unsatisfactory, then his/her employment will be terminated.

The final review will take place at a time that allows for the employee to be given his/her full notice in the event of unsatisfactory performance, or the employee may be given payment in lieu of notice.

3. ROLES & RESPONSIBILITIES

3.1 Principal/Line Manager responsibilities:

- The letter of appointment to all new support staff will say that his/her employment will be subject to a probationary period of 26 weeks
- The new employee's roles and responsibilities will be clearly set out (this will form part of a planned induction process)
- Realistic and reasonable standards of performance will be set, which are consistent, and these must be explained to the new employee
- Adequate support will be available to the employee, as well as feedback (both positive and constructive) on performance, so that he/she can reach the required standards of performance
- Appropriate action will be taken under this procedure if performance is unsatisfactory during the probationary period. If there are concerns, these will be raised with the employee as soon as possible and not to wait until the review meetings
- Training needs will be assessed
- The employee will be allowed the opportunity for improvement.

3.2 Employee Responsibilities:

- To be aware of the performance standards expected of them and be committed to achieving them
- To inform his/her Line Manager/Principal if he/she needs additional support in order to meet the required performance standards (i.e. coaching, training and development etc)
- To identify skills/development areas to pursue and undertake any appropriate training.

4. EMPLOYEES WHO ARE PERFORMING AT A SATISFACTORY LEVEL

Formal reviews will, where possible be held at 8, 16 and 24 weeks of employment.

4.1 First and Second Probationary Review Meetings (8/16 week reviews)

The Principal/ Line Manager will arrange to meet with the employee to discuss:

- Employee's performance – to include: key objectives, tasks and targets
- Punctuality and attendance
- Relationships

- Any other concerns/relevant issues
- Areas for improvement/timescales and assistance offered

The Principal/Line Manager will complete a probation review form (Appendix 1) during the meeting and both the employee and line manager will be required to sign the form. A copy of the form must be placed on the employee's personnel file and a copy given to the employee.

4.2 Final Probationary Review Meeting (24 week review)

The Principal/ Line Manager must arrange to meet with the employee and follow the same process as at the 8 week and 16 week review meetings.

During this review the Principal/Line Manager will inform the employee of satisfactory performance and this must be confirmed in writing within 5 working days. The employee must then receive confirmation of his/her successful completion of his/her probationary period in writing, within 5 working days.

5. EMPLOYEES WHO ARE PERFORMING AT AN UNSATISFACTORY LEVEL

5.1 First Probationary Review Meeting (8 week review)

During the first 8 weeks of service the Principal/ Line manager will arrange to meet with the employee, having first highlighted that there are concerns in which case the employee may wish to bring with them a Union or Professional Association Representative or work colleague and no one else. At the meeting, the following issues must be discussed:

- Areas of poor performance or unsatisfactory conduct
- Detail of the support that will be provided
- Time period of expected improvement
- How improvement will be assessed.

It is advisable that targets given follow the 'SMART' target tool:

- Specific
- Measureable
- Achievable
- Realistic
- Time-bound.

The employee will be given the opportunity to explain any reasons why he/she may not be performing to a satisfactory level and will be asked what help or assistance he/she needs.

The Line Manager will complete the probation review form (Appendix 1) during the meeting and both the employee and Line Manager will sign the form. A copy of the form must be placed on the employee's personnel file and a copy will be given to the employee.

A date for the second Probationary Review Meeting will be arranged. This will take place no later than 16 weeks after the employees start date.

This meeting will take place no later than 16 weeks after the employee's start date. The employee is entitled to bring with them a Trade Union or Professional Association Representative or work colleague and no one else to this meeting.

5.2.1 Improved Performance

If the employee's performance/conduct has improved to an acceptable standard and this is judged using the criteria set out at the first probationary review meeting, the manager must record this on the Probation Review Form (Appendix 1).

5.2.2 Unsatisfactory Performance

If the employee's performance/conduct remains unsatisfactory, the same procedures as stated for the first probationary review meeting must be followed. The employee must be informed in writing that if his/her conduct/performance does not improve that his/her employment may be terminated. A date for a third Final Probationary review meeting will be agreed with the employee. This will take place no later than 26 weeks after the employee's start date.

5.3 Third (Final) Probationary Review Hearing (24 week review)

This hearing will take place no longer than 26 weeks after the employee's start date. The employee is entitled to bring with them a Trade Union or Professional Association representative, or work colleague and no one else to this meeting. If the hearing is to consider the employee's unsatisfactory performance, a Vice Principal will conduct the hearing.

5.3.1 Improved Performance

If the employee's performance/conduct has improved to an acceptable standard and this is judged using the criteria set out at the first probationary review meeting. The Principal must record this on the probation review form (Appendix 1).

5.3.2 Unsatisfactory Performance

If the employee's performance/conduct remains unsatisfactory, the Principal must outline the areas of poor performance or conduct and where the employee has failed to improve. The employee will be given the opportunity to explain any reasons why he/she is not performing to a satisfactory level. The Principal will make a decision on whether to terminate the employee's employment. The employee will be informed verbally of the decision taken. Following the final review hearing the employee must be notified in writing of the decision taken within three days. If the decision is to terminate employment, the letter will serve the required notice on the employee and must state that the employee has a right of appeal (see section 10).

6. EXTENSION OF PROBATIONARY PERIOD

There may be occasions when it is appropriate to extend the probationary period where exceptional circumstances make it difficult to properly assess an employee's performance/ conduct e.g. extended sickness. This decision will be made no later than 24 weeks after employment commenced and in consultation with the academy's HR Adviser.

The decision will be confirmed in writing to the employee. The letter will explain the reason/s why the probationary period has been extended, the date it has been extended to and that the employee has agreed to the extension. If the employee does not agree to the extension, the alternative is the termination of his/her employment.

An extension of an employee's probationary period will happen no more than once.

7. NOTICE PERIOD

Where an employee is given notice of dismissal, the Principal, in consultation with the academy's HR Adviser, may decide whether the employee will work out his/her notice period or leave immediately with payment in lieu of notice. If the employee is required to work the notice period, the academy will pay the salary. If the employee refuses to work his/her notice and no other agreement is made, the academy is not obliged to pay the salary. For employees who are entitled to more than one month's notice, a payment in lieu of notice may be appropriate.

8. FIXED TERM CONTRACTS

All employees on fixed term contracts of more than 6 months must follow the probationary guidelines in this procedure. Employees with fixed term contracts of less than 6 months will have an agreed probationary period in place which is appropriate to the duration of his/her contract. Timescales for reviews will be adjusted accordingly.

9. RIGHT OF APPEAL

If an employee wishes to appeal against the decision to terminate his/her employment, he/she will appeal in writing to the Chair of Governors within 10 working days of receipt of his/her termination letter.

10. HISTORY

Version	Date	Changes	Approved
1	March 2010	New Policy	FGB
2	June 2013	Full Review	FGB
3	May 2015	Full Review	F&PC

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New Employee Induction and Probation Procedure

All employees, excluding Teachers who have a separate scheme, commencing employment with The Bushey Academy will be subject to a probationary period of 26 weeks.

Employee Name:

Job title:

Department:

Start Date:

New employee will be provided with a full induction programme. This will include information on health and safety matters applicable to their job and place of work, and the identification of developmental and training needs.

A summary of the probationary procedure for new employees is overleaf.
A probationary period has to be satisfactorily completed before an offer of permanent employment can be made.

Please complete and return the attached forms etc. to:
Anna Doherty, HR Manager, The Bushey Academy

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New Employee Induction and Probation Procedure

First Probationary Report at 8 Weeks

Employee Name:

Job Title:

Department:

Start Date:

Performance of Duties	Excellent Good Satisfactory Unsatisfactory		
Timekeeping and Attendance	Excellent Good Satisfactory Unsatisfactory		
Relationship with work colleagues	Excellent Good Satisfactory Unsatisfactory		
Relationships with others e.g. students, parents, etc.	Excellent Good Satisfactory Unsatisfactory		
Overall Assessment	Excellent Good Satisfactory Unsatisfactory		

If any areas are unsatisfactory, please identify areas for improvement, timescales and support offered.

Signed: (Manager) Date:

Seen & understood: (Probationer) Date:

PLEASE RETURN THIS COMPLETED FORM TO THE HR MANAGER

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New Employee Induction and Probation Procedure

Second Probationary Report at 16 Weeks

Employee Name:
Job Title:
Department:
Start Date:

Performance of Duties	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Timekeeping and Attendance	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Relationship with work colleagues	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Relationships with others e.g. students, parents, etc.	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Overall Assessment	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

If any areas are unsatisfactory, please identify areas for improvement, timescales and support offered.

Signed: (Manager) Date:

Seen & understood: (Probationer) Date:

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New Employee Induction and Probation Procedure

Final Probationary Report at 2 Weeks

Employee Name:
Job Title:
Department:
Start Date:

Performance of Duties	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Timekeeping and Attendance	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Relationship with work colleagues	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Relationships with others e.g. students, parents, etc.	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Overall Assessment	Excellent Good Satisfactory Unsatisfactory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

If any areas are unsatisfactory, please identify areas for improvement, timescales and support offered.

Signed: (Manager) Date:

Seen & understood: (Probationer) Date:

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New Employee Induction and Probation Procedure

Final Probationary Report at 24 Weeks

Employee Name:

Job Title:

Department:

Start Date:

Tick Box

- The above named employee has satisfactorily completed their probationary period.

- If any areas are unsatisfactory, please identify areas for improvement, timescales and support offered.

- The above named employee has agreed to an extension of their probationary period. The date of the final review has been set at: _____

- Due to continued unsatisfactory conduct/performance, the above named employee's employment has been terminated (a letter detailing the appeals procedures and the notice arrangements applicable will follow).

Signed: (Manager) Date:

Seen & understood: (Probationer) Date:

PLEASE RETURN THIS COMPLETED FORM TO THE HR MANAGER