

# Probation Policy

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.*

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋਤ੍ਰਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>27 September 2022</i>
Review Year	<i>October 2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes - For Consultation</i>
Equality Impact Assessment	<i>No</i>

## INTRODUCTION

This policy is designed to inform employees about probationary periods for new employees and employees who have been transferred or promoted into different roles.

## SCOPE

This Policy and Procedure applies to all employees but does not apply to self-employed contractors or consultants.

This Policy and Procedure is non-contractual and may be amended or withdrawn at any time at the discretion of Wheatley Homes South (WHS), following consultation with the Trades Unions.

## BASIC PRINCIPLES

This policy is intended to allow both the employee and their manager to assess objectively whether or not the employee is suitable for the role. WHS believes that the use of probationary periods increases the likelihood that employees will perform effectively in their employment.

## RESPONSIBILITIES

General responsibilities are outlined in this section for:

### *Responsibilities of EMT and / or Board*

The Board and Executive Management Team's responsibilities include, but are not to be limited to:

- Reviewing this Policy in line with the policy review dates and ensure that it is reflective of WHS values and practice

### *Responsibilities of the Line Managers*

The line managers' responsibilities may include, but will not be limited to:

- Bringing any breach of this policy to the attention of the Human Resources department;
- Monitoring an employee's progression during the probationary period.

### *Responsibilities of the Employees*

The employees' responsibilities may include, but will not be limited to:

- Bringing any behaviour in breach of this Policy to the attention of the line manager or where appropriate to the Human Resources department; and
- Addressing any areas identified by line managers and seeking support of their line managers during the probationary period with the aim of successfully completing the probationary period.

## POLICY

### **Length of probation**

WHS's standard period of probation is six months with an option to extend the probationary period by a further period of up to six months. During the standard period, there will be two formal Probation Meetings, one at around the time when the employee has completed three months' service and one shortly before the end of the six months probationary period. If the probationary period is extended, a further formal meeting will be held before the end of the extension.

### **Extending probationary periods**

WHS reserves the right to extend an employee's period of probation at its discretion. This will be limited to one extension and the total period of probation will be no longer than twelve months.

An extension may be implemented in circumstances where the employee's performance during probation has not been entirely satisfactory, but it is thought likely that an extension to the probationary period may lead to an improvement, or where the employee has been absent from the workplace for an extended period during probation.

Before extending an employee's probationary period, their line manager must consult with their Head of Service and the Head of Human Resources. If an extension to the probationary period is agreed, the line manager will confirm the terms of the extension in writing to the employee, including:

- 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 unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;
- any support, for example further training, that will be provided during the extended period of probation; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of probation, his/her employment will be terminated or, in the case of an existing employee who has been transferred or promoted into a different role, WHS's normal capability/dismissal procedure will be followed.

### **Terms of employment during the probationary period**

During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment, including notice period. The amount of notice that an employee must give to WHS during the probationary period, if they wish to resign is as outlined within their contract of employment, and the amount of notice that the organisation must give to the employee of dismissal is as stated in the employee's contract. The employee may receive pay in lieu of the notice period together with any outstanding holiday pay.

If the employee is an existing employee who has been transferred or promoted into a different role, then WHS's normal capability/dismissal procedure must be followed.

An employee will not be eligible to receive a pay increment and move up their pay scale until the probation period is successfully passed.

### **Line manager responsibilities**

Under this policy, the line manager has responsibility for monitoring an employee's performance and progress during the probationary period. The line manager must ensure that the employee is properly informed at the start of his/her employment about what is expected of him/her during probation, for example the required job outputs or standards of performance.

Line managers must ensure that all employees captured by this policy are supported during their probationary period. If any problems arise, the line manager should address these promptly. This will ensure that the employee is aware that some aspect of his/her performance or conduct is unsatisfactory and hopefully prevent the problem from escalating.

### **Reviews during probation**

The line manager should usually review and assess the employee's performance, capability, and suitability for the role informally on at least a monthly basis during the employee's probation, and formally at three months and again at the end of the probationary period. If the probation is extended, a review must be held before the end of the extension period. A clear record on the appropriate form should be made of each formal review meeting. A copy of the record should be passed to the employee and the original forwarded to the HR department.

During an employee's probation, their line manager should provide regular feedback to the employee about his/her performance and progress, and should there be any problem areas, raise these with the employee as soon as possible with a view to resolving them. The line manager is also responsible for providing guidance and support and for identifying and arranging any necessary training or coaching.

### **End of probation**

Shortly before the end of the probationary period, the line manager should conduct a final review of the employee's performance and suitability for the job. This will involve a meeting with the employee to discuss his/her performance and progress throughout the period of probation. The review must be conducted shortly before the date on which the employee's probationary period comes to an end. If the employee's performance is satisfactory, the line manager should notify the HR department to issue a letter of confirmation of appointment to the employee.

If the employee's performance has not met the standards required by the organisation, the line manager should discuss the matter with the Head of Service and HR department before any decision is made to either terminate a new employee's employment or, in the case of an existing employee who has been transferred or promoted into a different post, follow the WHS's normal capability/dismissal procedure.

### **Termination of employment**

If a new employee's performance while on probation has been unsatisfactory (despite support from the line manager and the HR department), the employment may be terminated at the end of the period of probation.

It is WHS's policy to usually allow the employee to complete the designated period of probation rather than terminating employment before the probation has come to an end. This is to give the employee a full opportunity to come up to the required standards. If, however, there is clear evidence prior to the end of the period of probation that suggests the employee is quite unsuitable for the role, the line manager should consult the Head of Service and the HR department with a view to terminating the employee's contract early. In this case, WHS reserves the right to give payment in lieu of notice together with any outstanding holiday pay.

Where a decision is taken to terminate the employee's employment, the employee must be interviewed and informed of the reason for the termination. The HR Department will write to the employee confirming the termination and the reason for it, normally within five working days. The employee will be given an opportunity to appeal the decision by informing the Head of Human Resources in writing within 5 working days of receiving notification of the termination of employment. The employee's written notification should specify the grounds for the appeal. Appeals against dismissal will be heard by the next level of Manager, except in the case of the Chief Executive, which will be heard by the Board.

If any employee's employment is terminated after the expiry of the probationary period, WHS's normal capability/dismissal procedure must be followed.

If the employee is an existing employee who has been transferred or promoted into a different role, then WHS's normal capability/dismissal procedure must be followed on or before the unsuccessful completion of the probationary period.

### **GOVERNANCE AND REGULATION**

This policy is the responsibility of the Human Resources Department.

The policy is due for formal review every three years.

### **SANCTIONS**

Any breaches of this policy may be subject to disciplinary action under WHS's Disciplinary Policy.

### **RELATED / REFERENCED POLICIES**

Disciplinary Policy

