

Probation Policy and Procedure for new employees

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Introduction

All new permanent staff joining UECS are subject to a 6-month probationary period.

For staff joining on fixed term contracts, the probationary period is half the duration of the contract to a maximum of six months where the contract is for 6 months or more, one month where the contract is for 3-6 months and no probation for contracts of less than 3 months.

If an existing employee moves to a new role within UECS, or joins UECS from another role within the University, they are not required to complete a second probationary period unless their previous role was on a contract of less than 6 months.

The employee must have completed their first probation period successfully.

The probation period is an important time for ensuring that new employees are integrated into their role and the UECS community.

This policy and procedure set out the arrangements for progress through the probation period, confirmation of successful completion and how performance issues will be managed.

Section 1: Probationary Period

1.1 Induction

During the first few days and weeks of your probationary period, your manager will ensure that there is time for a full induction.

You will be provided with a copy of the [Welcome and Induction information for new employees](#) which includes an Induction Checklist and a Health and Safety Induction Checklist.

As well as essential information such as car parking, staff cards and system logins, your induction will include meeting work colleagues and orientation of the work area.

1.2 Training and Development

You are required to complete a suite of online essential training. Operational training that is required for your role will also be provided. You are expected to complete all essential online and operational training during your probationary period.

Objectives will be set and monitored during your probationary period to ensure you gain familiarity with your role, deliver against the responsibilities of the role and achieve the standards required for your role, including professional behaviour.

1.3 Review Meetings

During your probationary period, you will have regular review meetings with your manager.

If you are on a fixed term contract, you will have review meetings arranged as appropriate for the length of your contract.

If you have moved to a new role within UECS or have moved to UECS from the University, it is important that you are supported into your new role. Your manager will arrange regular review meetings during your induction period, taking into account your knowledge and experience and your previous role.

The review meetings are an opportunity to assess your progress against your training programme, your objectives and the requirements of your role as

outlined in the job description.

You and your manager should note areas of good performance and identify any areas where further support or training may be needed. You should use these meetings to raise any areas of concern you may have during your probation period and discuss and agree with your manager how these can be addressed or otherwise resolved.

If your performance is satisfactory, your manager will confirm to People & Culture at the end of the probationary period that your appointment can be confirmed.

Section 2: Performance Issues

2.1 Management of performance issues

If areas of underperformance are identified during the probation period, an informal discussion will be held to outline the concerns and identify any support and further training needed.

During the informal discussion, your manager will meet with you to discuss and agree a [performance improvement plan \(PiP\)](#) and a timeline for improvement.

A period of between one and three months should be sufficient to determine if the required improvements are being made and sustained.

Additional reviews will be arranged during this period, as well as any further support or training to assist you in meeting the requirements of the post, to ensure that the performance issues have been resolved.

If you do satisfactorily address your performance issues, your manager will confirm to People & Culture at the end of the probationary period that your appointment can be confirmed.

2.2 Extension of probationary period

There will be a need to take into account how much of the probation period is left to ensure that you can meet the objectives detailed in the PiP within the timeframe provided.

The probationary period will be extended if necessary to enable you to meet the objectives detailed in the PiP within the timeframe provided. The extension to the probation period will be confirmed in writing.

2.3 Dismissal

If performance continues to fall below the required standard following informal discussion, stage 4 of the UECS [Capability Procedure](#) will be followed, which could result in dismissal. You have a right of appeal.

2.4 False statements during recruitment

If information becomes available which suggests that a new staff member has not been honest during the recruitment process, for example regarding qualifications, previous experience or right to work, the manager should inform their Head of Service who will discuss with People & Culture immediately to

agree the appropriate course of action.

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