

PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

PROBATION

POLICY and PROCEDURES

1. Introduction to Probation Policy and Procedure

It will be normal practice for all new employees to be required to serve a probationary period in respect of employment at Trinity Saint David. In most cases the successful completion of a probationary period will be a condition of employment. The University approaches the probationary period as a positive measure designed to assist new employees to make an effective transition into a new job in as smooth a manner as possible.

2. Scope

The University's Disciplinary and Appeals procedures do not apply to employees during their probationary period. However, this exclusion does not imply that the University would seek to deny an employee fair and reasonable treatment during their probationary period. Additionally the University recognises that many employees could have limited employment rights, particularly as these rights are subject to minimum qualifying periods beyond the length of most probationary periods at Trinity Saint David. However, it is noted that these qualifying periods are not applicable where dismissal is by reason of sex, marital status, race discrimination, memberships or non-membership of a trade union, assertion of a statutory employment right or health and safety issues.

3. Aims and Purpose

The University recognises the aims and purpose of a probationary period to be to:-

- monitor, assess and regulate where necessary the employee's conduct and performance;
- ensure that the employee has the maximum opportunity to adapt to the duties commensurate with the post or role to which he/she has been appointed.
- enable the employee and the University to determine mutual compatibility within the workplace context.

4. Duration of Probationary Periods in Trinity Saint David

The duration of probationary periods for academic teaching / lecturing posts is twelve months. Probationary periods for executive managers at the University are also of twelve months duration. Probationary periods for most other posts will be of six months duration. In respect of short-term contracts or specific appointments, the probationary periods could be individualised accordingly. Probationary periods will be articulated in the formal offer of appointment letter and the contract of employment.

5. Monitoring of Probationary Periods

The HR department is required to closely monitor probationary periods and will issue probation review forms to the relevant line manager for completion:

<i>Duration of Probationary period</i>	<i>Interim First Review</i>	<i>Interim Second Review</i>	<i>Final Review</i>
Six Months probation	3 months	N/A	5 months
Twelve Months probation	3 months	6 months	11 months

Line Managers are responsible for monitoring the performance of the individual and for the completion of the probation review forms. Completion of these forms should not be undertaken unless there has been a face to face interview between the line manager and the individual employee. However, it is expected that line managers will be engaged in regular meetings with an employee who is within their probationary period. Suggested areas of assessment should include:

- overall performance of duties and responsibilities linked to the requirements of the post
- performance and application of technical, professional and specialist knowledge and skills required by the post holder
- interpersonal and communication skills
- effectiveness of working in relevant team(s)
- supervisory ability where applicable

- compliance with the University's rules, regulations, procedures including health and safety, dignity at work and financial regulations
- conduct and behaviour
- sickness attendance and punctuality
- interaction and relationships with colleagues, other staff at Trinity Saint David, visitors, clients and members of the public.

Where shortcomings are identified the line manager is required to discuss them with the individual and to offer them an opportunity to define any areas of difficulty. The line manager is required to encourage the new employee, provide clarification where it is sought, and to suggest suitable training or development that will assist the individual.

The line manager can advise the individual that their performance, conduct or other identified issue(s) will be the subject of continued monitoring. No mention should be made of the post being terminated, nor should any warning be given about the possibility of the probationary period not being successfully signed off, before the situation is discussed with the HR department. The HR department will be available to provide support to the line manager or the individual.

6. Successful Completion of Probationary Period

Regular consultation between the HR department and the line manager will have ensued throughout the probationary period. Ultimately the HR department will seek written confirmation from the line manager before formally confirming the successful outcome to the employee. A copy of the letter will be retained on the individual's personnel file.

7. Extension of Probationary Period

The University reserves the right to extend probationary periods if it finds that there is justification. In this context the situation will always be discussed with the individual concerned before this action is taken. The University will only entertain an extension where the individual has demonstrated appropriate potential.

8. Unsuccessful Completion of Probationary Period

Where monitoring during the probationary period culminates in a decision that the individual's service does not meet the required standard for the post, then the individual will be advised accordingly. If it is deemed that there is no merit in extending the probationary period then the individual will be advised in writing that their employment will be terminated. The decision to terminate will be given after five months service, for six month probationary periods or after eleven months for one year probationary periods. The line manager will be expected to have been in discussion with the HR department and the relevant senior manager before this outcome is realised. The Vice-Chancellor will expect a report of the situation and assurances that appropriate initiatives will have been invoked to ensure that the individual has had ample opportunity to prove himself/herself within the role. The HR department will deal with the termination in accordance with University and legal procedures.



PROBATIONARY PERIOD - INTERIM REVIEW FORM

Name of employee:		Date of commencement:			
Position in University:		School / Department			
<i>Please indicate review period by ticking as appropriate</i>					
Six Month probationary period			Twelve Month Probationary period		
First review after 3 months in post			First review after 3 months in post		Second review after 6 months in post
Comments of Line Manager					
<i>Overall performance of duties and responsibilities linked to the requirements of the post</i>					
<i>Performance and application of technical, professional and specialist knowledge and skills required by the post.</i>					
<i>Interpersonal and communication skills</i>					
<i>Effectiveness of working in relevant team(s)</i>					
<i>Supervisory ability where applicable</i>					
<i>Compliance with the University's rules, regulations, procedures including health and safety, dignity at work and financial regulations</i>					
<i>Conduct and behaviour</i>					
<i>Interaction and relationships with colleagues, other staff at Trinity Saint David, visitors, clients and members of the public</i>					
<i>Sickness attendance and punctuality</i>					



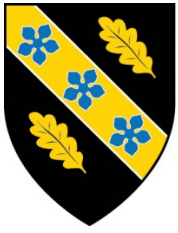
**PROBATIONARY PERIOD
INTERIM REVIEW ACTION PLAN**

I have agreed this action plan with the employee to whom it relates	
Signed by Line Manager	Date:
Countersigned by employee	Date:



PROBATIONARY PERIOD - FINAL REVIEW FORM

Name of employee:	Date of commencement:
Position in University:	School / Department
<i>Please highlight appropriate review period:-</i>	
Six Month probationary period	Twelve Month Probationary Period
Final Review at 5 months in post	Final review at 11 months in post
Comments of Line Manager <i>The above named employee completed / will complete his/her probationary period on... Would you please indicate briefly your assessment of the extent to which his/her performance over the probationary period as a whole met the requirements of the post. Please indicate whether or not you wish the appointment to be confirmed.</i>	
<i>Overall performance of duties and responsibilities linked to the requirements of the post</i>	
<i>Performance and application of technical, professional and specialist knowledge and skills required by the post.</i>	
<i>Interpersonal and communication skills</i>	
<i>Effectiveness of working in relevant team(s)</i>	
<i>Supervisory ability where applicable</i>	
<i>Compliance with the University's rules, regulations, procedures including health and safety, dignity at work and financial regulations</i>	
<i>Conduct and behaviour</i>	
<i>Interaction and relationships with colleagues, other staff at Trinity Saint David, visitors, clients and members of the public.</i>	
<i>Sickness attendance and punctuality</i>	
I have shown this report to the employee to whom it relates and have discussed the content with them	
Signed by Line Manager	Date:
Countersigned by employee	Date:



Document Version Control

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Related documents

Induction Policy

Mentoring Policy

Recruitment and Selection Policy and Procedure