

PROBATIONARY PROCEDURE



1. Aim.

The aim of the Probationary Procedure is:

- 1.1 To define a period of time during which the Students' union and new entrants to the Students' Union can determine whether they are mutually compatible
- 1.2 To monitor and regulate the probationary employee's conduct and/or performance during the probationary period in order that the new recruit has an effective period of consultation and review. The probationary procedure is designed to ensure that the employee has the maximum opportunity to adapt to both the organisation and the particular duties of the post to which he or she has been appointed.

2. Period.

The probationary period for new entrants to the service will be 6 months.

Probationary Reviews.

2.1 Informal Reviews.

Informal regular meetings will be held with new employees and their line manager for the purpose of discussing progress and any areas of deficiency in order to achieve improvements.

Week 1 - initial meeting

Between week 2 and - 3 meetings at 2 monthly intervals

Week 25

Notes of these meetings will be recorded on the appropriate forms and returned to Personnel after completion. These will be kept on the employee's personal file.

If, at any time, there are reservations about the employee's suitability for the post this should be discussed at a Formal Probationary Interview with the employee.

2.2 Formal Interviews.

The aim of the formal interviews is to enable managers to discuss with an employee their performance and progress and to achieve an improvement in the conduct and/or performance of the employee.

Stage One.

The first formal probationary interview will be attended by the employee, line manager and the Head of Personnel or his/her representative. The employee will have the right to be accompanied to any formal review by a fellow worker, or a full time trade union officer or a union official who has been certified by the union as having experience and/or training in disciplinary matters (a "union representative"). The employee must give reasonable notice to the senior member of staff conducting the relevant interview of who is to accompany him/her. Although the companion will be able to address the interview and to confer with the employee, he/she will not be permitted to answer questions on the employee's behalf.

The purpose of the interview will be explained to the employee. The interview will bring to the employee's attention those aspects of their performance or conduct that are unsatisfactory and specify the steps considered necessary to rectify the situation. The employee's views will be obtained throughout the interview and consideration given to the points made in making a decision. Where the situation warrants it, a warning will be given that, unless substantial progress is achieved, confirmation of the appointment might not be given.

Arrangements will be made at this meeting for a second formal probationary interview to consider the employee's conduct and performance after a fixed period, which will, in the Students' Union's view, allow adequate time for improvement to take place.

Notes will be made of the salient points of the discussion for inclusion in the employee's file. The outcome of the probationary interview must be confirmed in writing to the employee with particular reference to any areas of deficiency and the proposed remedies

Stage Two.

A second probationary interview will be held, to review the employee's conduct and performance. The procedure at stage two formal probationary interview will be the same as for stage one.

If the performance of the employee following the first formal probationary is now satisfactory, the Students' Union can:

- i. Revert to the informal process
- ii. Confirm the appointment

With both of the above options, written confirmation will be given to the employee and a copy placed on their personal file.

If it is considered by the Students' Union at the stage two interview that insufficient improvement has taken place, the Students' Union may, dependant upon the circumstances:

- Extend the probationary period, if the employee has served six months service and set a further review date after a fixed period, which, in the Students' Union's view, allows sufficient time for improvement.
- Conduct a further formal probationary interview after a fixed period, which, in the Students' Union view, allows sufficient time for improvement
- Terminate the contract

Stage Three.

If a further review has been arranged, the procedure at the stage three formal probationary interview will be the same as the stage one procedure. If progress by the employee is still insufficient, the appointment will be terminated.

Notice period during the probationary period

If the Students' union terminates an employee's contract, the employee is entitled to one weeks notice.