|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Logo 2 | | | | Barnardo’s  Policy | |
| **Probationary & Transition Periods Procedure** | | | | | |
| **Risk Owner:** | | Director of People & Culture | | | |
| **Supported by:** | | Employee Relations & Policy Manager | | | |
| **Date Approved:** | | 1 July 2022 | | | |
| **Date for Review:** | | 1 July 2025 | | | |
| **Distribution** | | Not confidential - for internal use only | | | |
| 1. **Procedure** | | | | | |
| The responsibility for monitoring and managing probationary/transitions periods (PP/TP) lies with the line manager by using the following procedure which may be subject to change: 1.1 Agreeing Objectives, Setting Standards and Monitoring Progress (People Teams/Recruitment Support records the 26-week PP/TP on the employee record on Barnardo’s HR system).  The manager holds an initial meeting with the employee (recommended within 3 weeks of the employee starting work in the new role; or as soon as possible if objectives are being set as part of a redeployment trial period). The purpose of this meeting is:   * to discuss progress and any issues so far; * to discuss and review any reasonable adjustments; * to agree the employee's objectives for the PP/TP; * to agree the required/mandatory training to be completed during the PP/TP; * to agree any skills/competency-based objectives for skills-gaps identified so far; and * to inform the employee of the standards expected and agree the information and support required for their achievement.   Manager records employee's objectives for the first 26 weeks on the employee's P/TPA, together with any support/training/learning and development needs.  Throughout the PP/TP the manager holds regular one-to-one/supervision meetings with the employee to discuss and review what was agreed at the initial meeting and identify whether any additional information, support or learning and development is required.  A written record should be made of any agreed changes or additions.  Where an existing employee has transitioned into a new role as an alternative to redundancy (redeployment), the TP process should be used to support the trial period to assess the employee’s suitability for the role.  The manager and employee must meet for formal review meetings at 13 and 26 weeks.  **1.2 Addressing Concerns**  Where there are unresolved concerns about an employee successfully completing their PP/TP, the manager **must** seek further advice from their People Team.   * **For Transition Periods -** any appropriate action to address these concerns will be taken within the timeframes stated under the relevant Barnardo's procedure, i.e., Performance Improvement Process, disciplinary, sickness absence etc. * **For Probationary Periods -** appropriate action may be taken under this procedure and one of the options applied below. Note that the employee’s PP usually can be extended only once unless there are exceptional circumstances.   (A) Extending the employee’s PP: A probationary period may be extended in the following circumstances:   * There are concerns about an employee’s attendance, performance, conduct where it is believed these can be addressed during the extended period. * The employee has not completed all of their mandatory training. * The employee has had a significant amount of time away from work (e.g. on maternity, adoption, fostering or shared parental leave or sickness absence) and has therefore been unable to demonstrate competence in certain areas.   Manager meets with employee to discuss the extension to their PP. The purpose of the meeting is:   * for the manager to set out the required standards to be met and/or training which must be completed, along with the timescale; * for the manager to explain where there are areas of concern in the required standards and the improvements needed; * to jointly explore solutions to address these; including consideration to any appropriate reasonable adjustments, and recognise an appropriate and practical timeframe for the required standards to be achieved; * identify any further support and training necessary to enable the employee to achieve the required standards; * to make the employee aware that if they do not achieve the required standards they may not be confirmed in post.   Any agreed modifications/additions to the initial objectives must be recorded on the Probation & Transition Agreement form. A note should also be made of any further support/training/learning and development required for the employee for the remainder of the PP.  Manager confirms the details of the extension to the employee in writing and sends a copy to their People Team, seeking any guidance from them during this process, as necessary.  The People Teams records new PP end-date on Barnardo’s HR Management System.  Manager records in writing the key points from the meeting and copies this to the employee and their personal file.  Manager holds a final probationary review meeting prior to the end of the extension, where it will be decided whether to confirm the employee in post or end their employment. (B) Possible non-confirmation in post meeting: Manager writes to the employee inviting them to a formal meeting, giving them reasonable notice of the meeting, and advises of meeting format i.e., in person or virtual and informs them of their entitlement to request to be accompanied by a UNISON/other trade union representative or a Barnardo's colleague.  The letter gives details of the reasons for the meeting and explains the possible outcomes.  During the meeting, manager goes through the information gathered and explains where the employee is not meeting the required standards.  The employee will be given an opportunity to respond to these concerns and fully state their case.  Manager adjourns the meeting to consider and decide the appropriate outcome. This may be:   1. take no further action and confirm the employee in post; 2. extend the PP if they consider that allowing for a period of further support/learning/alternative solutions/appropriate reasonable adjustments might rectify the situation and enable the employee to meet the required standards; 3. After consideration to ii. above, end the employment contract.   Once the manager has made their decision, they reconvene the meeting to inform the employee of the outcome.  If the decision is to dismiss the employee, manager informs the employee of the reasons for this decision, of their 1 week notice period and the employee’s right of appeal and confirms this in writing to the employee following the meeting.  **Appeal**  An employee may wish to lodge an appeal against the non-confirmation in post decision by writing to the nominated impartial manager stating the grounds of appeal, and the reasons for those grounds, within five working days of receipt of the letter confirming the outcome.  The Appeal Manager writes to the employee inviting them to the appeal meeting, giving them reasonable notice of the meeting and informing them of their entitlement to request to be accompanied by a UNISON/other trade union representative or a Barnardo's colleague.  The Appeal Manager will hear and fully explore the grounds of the appeal. The appeal meeting will then be adjourned to consider and decide the appropriate outcome.  The outcome of the appeal meeting will either be confirmed on the day (and then in writing) or confirmed in writing to the employee following the meeting, usually within five working days, unless otherwise agreed. A copy of this written record will be retained on the employee’s personal file. The decision concludes the appeal stage.  People Team updates employee record on Barnardo’s HR Management system. 1.3 Successful completion of PP/TP: Around 2 weeks before the end of the PP/TP (or extended PP) period, the manager invites employee to final review meeting.  Employee provides manager with copies of their induction mandatory training certificates.  Manager and employee note their final comments on the employee's Probationary & Transition Agreement form, manager completes the sign-off section, gives the employee a copy, forwards a copy to their own line manager for sign-off, and ensures a copy is retained on the employee's electronic staff file.  Manager informs the employee that they have successfully completed their PP/TP, subject to final written confirmation.  Manager/administrator updates employee record on HR Management System to signify successful completion of PP/TP.  Manager sends a copy of the Probationary & Transition Agreement form, and sign-off form, together with certificates to evidence completion of required induction learning, to their People Team.  For PP the People Team write to employee to confirm successful completion. For TP the manager (copy People Team) or People Team write to employee to confirm successful completion.  People Team records the required information on HR Management System.  Manager agrees future objectives with employee at the appropriate time in the personal development review (PDR) season.  (Depending on the timing of the completion of the employee's PP/TP interim objectives may need to be agreed.) | | | | | |
| 1. **Associated Legislation, Guidance, References and Documents** | | | | | |
| * Probationary and Transition Periods Policy Statement * Probationary and Transition Agreement form 2022/23 version * Performance Development Review (PDR) Policy 1 April 2022 - 31 March 2023 * PDR Form March 2022 version * PDR FAQ document current version (May) 2022 * Performance Improvement Policy * Flexible Working Policy * EDI Policy and Action Plan | | | | | |
| 1. **Document History** | | | | | |
| **Version** | **Date** | **Author** | **Comments** | | **Approval** |
| 1. | 1 July 2022 | People Strategy & Projects Team | Review of existing Policy & Procedure resulting in the introduction of separate Policy & Procedure documents. Minor updating applied throughout Policy Statement, Procedures & Form in line with current working systems and practices, and PDR Policy & process for 2022/23. | |  |
| 1.1 | June 2024 | People Strategy & Projects Team | Date review only to July 2025 in agreement with Audit and Assurance. | |  |