

Probationary Policy and Procedure

Policy Statement

All new people joining Crossfields Learning will be subject to a 6 month probationary period. The probationary framework is designed to ensure that new employees can demonstrate the skills necessary to carry out the job for which they have been recruited, to the standard required. It is essential that the line manager takes responsibility to ensure that the employee is aware of the standards required from the beginning of their employment and identify any learning and development needs. Objectives must be agreed at the beginning of the probationary period. By the end of the probationary period the employee must be meeting the agreed standards before their employment with Crossfields Learning is confirmed.

Fixed-term Appointments

In the case of staff appointed to a fixed-term contract of shorter duration than the normal probationary period, the Probation Policy and Procedure should be applied, with objectives agreed that are appropriate to the nature of the post and period of employment. If the appointment is extended before it has been possible to recommend completion of probation, the period of probation should also be extended to the maximum period.

Staff Transfers to Comparable Posts within the Centre

It is not normally appropriate to apply probation to those members of staff who having satisfactorily completed a period of probation in one post transfer to another comparable post within Crossfields Learning; unless the new role is completely different and requires a new range of skills and attributes.

Factors Affecting the Length of Probation - Maternity Leave/Adoption Leave/Prolonged Sick Leave

Sick leave and special leave do **not** count towards the probation period. The dates of the 6 month probation period will, therefore, need to be extended accordingly and the reason for the extension recorded.

Any period of maternity or adoption leave during a probationary period does not count towards completion of probation. It may also be appropriate to suspend probation during a lengthy period of sick leave.

Termination of Employment

If at any time during your probationary period, your work, performance/ progress/ attitude or any other matter is not deemed to be satisfactory by your line manager or the manager of the department then Crossfields Learning reserves the right to terminate your employment giving you notice as set out in your contract of employment or pay in lieu of notice.

Monitoring Standards

During the probationary period the line manager will assess, review and monitor standards related to performance, attendance, time keeping and conduct of new employees. These will be assessed during the first week of employment and then on a regular basis by one-to-one meetings until the probationary period is completed.

A probationary review form should be completed at review meetings. These dates should be pre-planned in the line manager's diary and agreed with the employee

Confirmation of Appointment

If a probationary period is completed satisfactorily, the line manager should indicate this during the employee's final review and record this on the Final Probationary Review Record which should then be sent to the Human Resources liaison person.

Disciplinary and Capability Procedures

Please note that during your probationary period, Crossfields Learning's disciplinary and dismissal and capability procedures will not apply to you.

This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Head of Centre