

PROBATION POLICY

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions
- Employees on Teachers' Terms & Conditions

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

Last Review	September 2018
Next Scheduled Review	September 2021
Last Updated	September 2020

Temporary Changes to Policies During Covid 19

There are temporary changes to employment policies during the coronavirus pandemic Please refer to the FAQ's/guidance on George which refer to :-

- If you are new to the council, and you have not been able to do all of the tasks that you would ordinarily do within your role, your manager will discuss this with you. New targets will be set linked to the work you are doing so that you can complete your probation period.
- If you are absent from or unable to work due to Covid-19, you may receive an extension to your probation period.
- Any pay increment due would then be backdated to the end of the initial six months. Probation periods will not exceed 12 months. In this situation, any increase owing will be paid at the point of completion, but will not be backdated.

If you have any queries on the above please contact HR

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INTRODUCTION

This policy explains the Council's process for managing probation periods.

All new employees to the Council are subject to a six month probation period before their appointment is confirmed unless otherwise stated. This may be ended earlier or extended following discussion with the manager and employee concerned.

Probation periods give the Council the opportunity to assess a new employee's suitability in the role they have been appointed to and for the employee to demonstrate their ability to effectively perform their duties, have the opportunity to become familiar with the main duties and tasks of their post and demonstrate the standard of performance, attendance and conduct expected of them.

New employees will have an initial appraisal shortly after starting their employment and be set objectives and targets that are appropriate for the role, to assist them in reaching the required level of performance to qualify for their first pay progression increment and be confirmed in the role after 6 months.

Pay progression increments will normally be awarded on 1st April each year.

Employees who are appointed after 1st October of any year (up to 31st March) will need a successful rating from their probation review meeting to be considered for an increment after 6 months in post .

All other new starters (i.e. those who are appointed between 1st April and 1st October) will require both a successful probation review and a successful performance and development appraisal rating at the end of the appraisal year.

OBJECTIVES

To ensure both managers and employees on probation understand the purpose of the probation period.

To guide and advise managers on managing probation periods.

MINIMUM STANDARDS

The policy applies to all new entrants to the Council including temporary or fixed term appointments for 6 months or more.

In the case of fixed term staff with a contract shorter than the length of the probation period the probation process will be followed for the period during which the individual is employed by the Council.

Confirmation of appointment is dependent upon the satisfactory completion of the six months' probation period. If a new employee's performance against targets/objectives set, conduct, timekeeping, sickness absence or attendance is not satisfactory during the probation period the appointment may be terminated giving one month's notice, regardless of grade as detailed in the Local Terms of Conditions of Employment.

Employees have the right of appeal against the decision to terminate their employment. See Appeals against Dismissal Section of the [Probation Procedure](#).

Managers will meet with probation employees at least twice during the probation period to review the new employee's performance and to take supportive action, particularly where this falls short of requirements.

Where there are no issues of concern with the employee's performance, conduct, timekeeping, sickness absence or attendance, then the manager will write to the employee at or about the 6 month of employment confirming that the probation period has been satisfactorily completed.

Existing employees who have completed a probation period and are moving to a new position within the Council are not subject to any further probation periods.

EXEMPTIONS

Newly Qualified Social Workers or Qualified Practitioners will be classed as being within their probationary period until successful completion of undertaking the ASYE process.

Employees appointed under the Appointing One Point Below Policy.

RESPONSIBILITIES

DIRECTOR AND ASSISTANT DIRECTOR LEVEL

Ensuring effective implementation and awareness of the procedure.

MANAGERS

Explaining the expected standard of performance and managing the probation period and ensuring that review dates are set and that the employee receives regular feedback on performance.

SERVICE MANAGER – PEOPLE

Reviewing the policy.

Advising the Chief Executive in ensuring the procedure is followed and applied consistently across the Council.

EMPLOYEES

Demonstrating the standards expected by the Council for performance, conduct, timekeeping, sickness absence and attendance and to raise any difficulties with the line manager.

HR ADVISERS

Responsible for advising and supporting managers in the application of this policy.

FURTHER INFORMATION

[Probation Procedure](#)

[Appointing One Point Below Policy](#)

[Performance and Development Appraisal Policy](#)