

CHRE

Probationary Policy and Procedure

	Author(s)	Centre of Excellence
	Address	Northgate HR Outsourcing 239 Thorpe Park Peterborough PE3 6JY Telephone 01733 555777 Facsimile 01733 318849
Client		Date Created 21.10.08
Location		

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1 Policy Statement

CHRE recognises the importance of the probationary process as a means of assessing a new employee's performance in their job. The first few months of employment are a continuation of the recruitment and selection process and offer the opportunity for both the organisation and the employee to decide if the job is right for them.

2 Introduction

This policy provides guidance to both managers and individuals on the Probationary Period Process for all employees at the Council for Healthcare Regulatory Excellence (CHRE) (the organisation).

The policy is based on the following:

- The probationary process will apply to all new employees of CHRE.
- In addition management may apply the probationary process to existing employees who are appointed to new jobs where the knowledge and skills required are significantly different to their existing job. In the circumstances where probation is not confirmed, redeployment should be considered to alternative, more suitable, employment.
- The probationary period will be for 6 months. In exceptional circumstances CHRE may apply a longer period, not exceeding 9 months.
- Eligibility to organisation's benefits as detailed within an individual's Principal Statement of Employment will be conditional on successfully completing the probationary process.
- Managers will monitor the probationary process. The process will be conducted jointly with the new employee so that they are aware of progress and forewarned if performance is unlikely to result in confirmation of employment.

3 Procedure

- The employment contract, provided to the employee on appointment, will detail the probationary process.
- Managers will need to complete the appropriate form(s) (A and B), in the presence of the employee, at 3 and 6 months.
- Each form, when completed, should be countersigned by the employee to indicate their understanding of the situation and a copy maintained on their employee file.
- The aim of the process is to gauge performance in the job against relevant criteria. To this end CHRE will assist the employee in meeting any shortfall in performance, skills, etc through appropriate support and training. The aim will be to achieve an acceptable level of performance by the end of the probationary period.
- Two weeks prior to the end of the probationary period form B should be completed and the employee may be officially informed of the outcome before the probationary period is due to expire.
- There may be occasions where the employee's performance has not yet achieved acceptable standards but:
 - there is evidence of improving performance,
 - there is a desire to achieve the standards required, and
 - an assessment has been made by the line manager that acceptable standards should be achieved by a given date.

In these circumstances the probationary period can be extended once only for a fixed period. The extension together with the initial period cannot exceed 9 months.

If the outcome of the probationary process is to not confirm the appointment, Northgate HR can liaise with the line manager to determine how the employment is to be terminated. This may be actioned by:

- giving one month's notice immediately, and the month's notice worked;
- giving one month's notice and payment made in lieu of working notice;
- dove-tailing the notice period to coincide with the expiry of the 6 months probationary period.

Document Control

Version Control

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1.0	Draft		Probationary Period Review	

Associated Documentation

Version	Description of Documentation

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