

**SORREL YOUTH CAFE
Probationary Period Policy**

Policy History	
V1	Agreed Committee Meeting 28Sept 10
Next Review	Sept 2011

1. Purpose of Probationary Period

- 1.1 The purpose of a probationary period is to provide a framework for identifying and sorting out any early difficulties which may occur in the performance of the job and to provide for early termination of employment if such difficulties are not resolvable during this period.

2. The Probationary Period

2.1 The Probationary Period:

- Probation is normally for a six months period, unless specified otherwise in the contract of employment.
- During the probationary period the line manager is responsible for ensuring that the following process and steps take place:
- the new employee receives a full **induction**;
- any appropriate **training** takes place at the earliest opportunity;
- management **expectations and performance targets** are made explicit and are understood by the new employee;

2.2 **Supervision Meetings**

- regular supervision meetings take place on a two weekly basis (and more frequently if necessary);
- during supervision meetings constructive feedback is given to the employee highlighting both achievements and areas of weakness using suitable examples;
- the employee is encouraged to identify areas of difficulty and ways of resolving these are clearly defined and agreed;
- appropriate solutions to problems or difficulties are discussed and the line manager provides guidance, direction or instruction as appropriate;
- an honest assessment about the support that the line manager or others in the organisation can provide is stated to avoid building up unrealistic expectations;
- notes of such meetings are drawn up and copies given to the employee;

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- a **first** probationary **review** takes place at three months;
- a **final** probationary **review** takes place shortly before the end of the six months period;
- in exceptional circumstances, the probationary period is **extended** (for example, because of the employee's sickness or other absence).

3. Probationary Reviews

- 3.1 The three months review** - The three months review should take place at the end of the first three months probation period. It is a meeting between the line manager and the employee to cover work performance to date; review progress and expectations; and set clear targets for the next three months. The employee should be encouraged to contribute views and ideas. The line manager will make a record of the meeting including any action agreed to resolve concerns and will provide a copy to the employee.
- 3.2 The six months review** - The six months review must take place before the end of the six months probation period. It is a meeting between the line manager, Chair and the employee. The employee may have a work colleague or union representative attending at this meeting (where the employee is the organisation's only employee, s/he is entitled to bring to the meeting a friend).
- 3.3** Where the employee is answerable directly to the Management Committee, the Chair and one other Management Committee member will attend.
- 3.4** The meeting will cover work performance over the full six months period; will take account of the three months review and any progress or problems following the last review. The manager will make a record of this meeting and provide a copy to the employee within five working days, together with written confirmation of the outcome of the probationary review - whether the employment is confirmed or not.
- 3.5** If the decision is not to confirm employment, the employee will be entitled to one week's notice. The Company will provide a reference having regard to the facts and circumstances under which the employment was terminated.
- 3.6** Only in very exceptional circumstances will the probationary period be extended for a further period of up to three months. Such extension cannot be for the purpose of dealing with poor performance. It is only acceptable where unavoidable circumstances have occurred. For example, where the employee's approved absence during the preceding months has prevented her/him from achieving the standard of work performance required.

4. Other

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- During the probationary period the period of notice will be one week on either side.
- If across the board increases are paid following an annual salary review, any increase will be paid during the probationary period. Salary increments (if applicable) will be paid after successful completion of the probationary period and will be back-dated to the appropriate date.
- Annual leave is accrued from the first day of employment. During the probationary period employees are expected to take leave equivalent only to the amount of leave they accrued. Public holidays are provided as they occur.
- The Company's full disciplinary procedure will not apply during the probationary period. However, in cases of dismissal or gross misconduct, the minimum statutory requirements as outlined in the Acas Code of Practice on Disciplinary and Grievance Procedures www.acas.org.uk/dgcode2009 is to be followed including ensuring that the employee will be notified in writing of the problem, the time and venue for the disciplinary meeting, their right to be accompanied and the potential dismissal outcome; a meeting will be held and the employee will be entitled to appeal. The disciplinary procedure can be used as guidance for dealing with such matters.
- In cases of misconduct, which justify taking disciplinary action, a probationary employee shall not be dismissed, except in the case of gross misconduct, without having received on a previous occasion one written warning giving the consequences of further misconduct. The warning should be for a suitable duration, depending on the period of probation to be completed.

5. Review Guidelines

- 5.1 Under the Company's probationary period policy two reviews are to be conducted. The reviews will cover your work performance and expectations and will provide the basis for deciding whether to confirm employment at the end of the six-month period. Management expectations and performance targets must therefore be explicit.
- 5.2 The criteria by which a probationary period will be assessed at both the three-month and six month review, fall into three areas and are as follows:
- 5.2.1 Work Targets (or assigned duties and responsibilities, taking account of the job description)
- (list these here)
- 5.2.2 Person Specification Criteria:
- (list these here)
- 5.2.3 General

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5.2.3.1 Induction

- understanding and promotion of the Cafe's work, role and postholder's role within;
- knowledge of office procedures and volunteers and Management Committee;
- understanding of voluntary sector and issues necessary for the post;
- knowledge and contact with other organisations

5.2.3.2 Relations

- effective working with colleagues in the Cafe
- sharing in departmental tasks and involvement in departmental planning
- asking for and offering support
- following management instructions and office procedures

5.2.3.3 Work Practice

- hours worked including time keeping (flexi deficit or accrual)
- promoting positive image of the Cafe
- handling enquiries, external liaison
- working collaboratively

5.3 The two reviews are separate and distinct from the regular supervision received during this period.