

PROBATIONARY PROCEDURES FOR SUPPORT STAFF

1. The normal probationary period is six months. The total probationary period, including extensions (see paragraph 5 below), may not exceed nine months.
2. The Head of School/Budget Centre will inform the probationer on appointment of the name of a person within the School/Budget Centre who will give advice and assistance in the performance of duties and standards of behaviour at work as required/appropriate. This will normally be the probationer's direct supervisor. It may be appropriate to set targets for the probationer to achieve during the probationary period: if so these should be put in writing and a copy given to the probationer. In such cases, the Head's probationary report (see paragraph 4 below) should make reference to these targets.
3. Poor performance during the probationary period is to result in counselling of the probationer by the Head of School/Budget Centre in the presence of the direct supervisor with the intention of helping the probationer to improve his/her performance. A record of any such counselling should be kept. (Note: this is **not** part of any disciplinary procedure). It may be helpful to set or revise targets of performance or behaviour: these should be recorded and a copy given to the probationer.
4. One month before the end of the probationary period, the Head of School/Budget Centre will be asked to make a recommendation regarding the completion of the probationary period. Options open to the Head are:
 - a) that the probationer be confirmed in his/her appointment
 - b) that the probationary period be extended.
 - c) that the appointment be terminated.

The Head's recommendation must be returned to Staffing Services at least two weeks before the probationary period is due to expire.

5. The length of an extended period of probation will normally be three months. A probationary period may not be extended more than once: at the end of a period of extended probation, the choice is between confirmation and termination.
6. If the Head's recommendation is that the probationary period be extended or that the appointment be terminated, full supporting documentation is required giving reasons for the recommendation. A copy of the Head's recommendation will be sent by Staffing Services to the probationer, who will also be given the opportunity of making representations in writing and/or in person before a decision is reached. If representations are made in person, the meeting will be chaired by a Personnel Officer; the probationer may be accompanied by a friend, who may be a trades union representative; and the Head (or the Head's nominee) will be required to attend to present the case for the School/Budget Centre. The Personnel Officer will ensure that the decision is communicated to the parties concerned in writing.
7. There will be no right of appeal against a decision to extend a probationary period. Any appeal against a decision to terminate an appointment within the probationary period will be heard by the Pro-Vice-Chancellor responsible for staffing matters or the Director of Staffing Services on the Pro-Vice-Chancellor's behalf, at which the probationer will have the rights of representation described in paragraph 6 above.

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