**PROBATION POLICY**

RBKC puts it communities first and can only do that with the support of staff who come to work on time and regularly, achieve their objectives and role model the behaviours that reflect our values.

The length of the probation period for all new employees (other than Social Workers in Children’s Services) is six months. Children’s Services Social Workers will have a twelve month probation period to align with the AYSE assessment process.

New employees to the Organisation will be supported to be the best they can be during their probation period. The purpose of the two way process is that both parties (the employee and employer) engage in regular, honest conversations to ensure that the role is the right fit and that the output of which fully supports the overall aims and objectives of the Organisation.

Employees can expect to be treated with dignity and respect and the employee will demonstrate their acceptance of responsibility for their actions.

Managers should seek the support of HR where a probation period is likely to be extended or not confirmed.

During the six month probation period employees can expect;

1. A full orientation of RBKC
2. To agree upon a clear set of SMART objectives INSERT LINK FOR FORM
3. Regular face to face one to one meetings
4. Formal probation reviews at three (3) and five (5) months, where the focus will be upon attendance, time keeping, performance against objectives/targets, strengths, learning and development and conduct
5. Final probation review form will be sent to the Head of Service for approval, which will recommend either:

Written confirmation of your appointment

*OR*

an extension of up to three (3) months where it is deemed necessary

*OR*

termination of appointment at the conclusion of the probation period with a right to appeal

Children’s Services Workers supported assessments will be carried out at month three and six and the final review will take place at twelve months. Given the AYSE assessment already take place for NQSW’s, aligning the Council’s probation process will provide a more structured approach where the required performance outcomes are clear and transparent.

Misconduct

Where any misconduct occurs during the probationary period, it will be dealt with under the Probation Policy. Managers will carry out a fair process to investigate the alleged misconduct and will provide you with the opportunity to respond. Where it is decided that dismissal is appropriate action, you will be informed of the reasons for dismissal and given a right to appeal.

Sick Absence

Employees on probation are not expected to incur sick absence of more than three days. If this happens consideration will be given to extending the probation period or recommending dismissal.

Confirmation of employment

Following the Head of Service’s review of the Final Probation Report, if is satisfactory the probationer’s manager will write to the probationer to confirm their employment.

Extensions

May be necessary where;

1. The employee has been off sick for 3 days or an extended holiday, likely to be three weeks or more, which means that suitability for the role has been difficult to assess
2. Performance falls below the required level and it is anticipated that with some further support/guidance the required performance will be achieved
3. The role has altered to such an extent that the original agreed objectives are no longer appropriate and a new set agreed

Recommendation for Dismissal

Where a satisfactory appointment cannot be confirmed and dismissal is recommended:

1. The probationer has a right to receive a copy of the final probation report and recommendation.
2. The Head of Service will invite the probationer to a meeting to discuss the matter to which they can be accompanied by a trade union representative or work colleague.
3. The probationer will be written to confirm their employment will be terminated with one month's notice which is effective from the date of the outcome letter. They will be paid for the period of their notice and will not be required to attend work during the notice period.
4. The probationer has the right to appeal against this decision in writing to the Director of Human Resources within 10 days of the date of the outcome letter.

If the appeal is unsuccessful employment will cease as laid out in the notice to terminate letter.

This policy should be read in conjunction with the following documents;

 ‘probation form’

 ‘what are SMART objectives’

‘probation guidance & faq’s’’