

WITHAM AND HUMBER DRAINAGE BOARDS

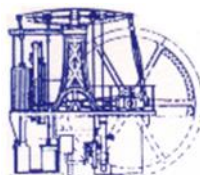
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Probationary period policy

Background	Witham and Humber Drainage Boards have developed this policy and procedure which applies to all new employees. The aim is to ensure consistent and fair treatment for all in the 4 Boards'.
Statement	<p>This policy provides a framework for the management of probation periods and the actions to be taken during that time.</p> <p>Witham and Humber Drainage Boards are committed to ensuring that all staff have the opportunity to develop in role to reach their potential. Every member of staff has a personal responsibility to achieve and sustain high standards of performance and conduct at all times and to comply with this policy.</p> <p>This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.</p>
Responsibilities	Senior Management Team to review the policy
Training	HR Lead to support, guidance and training in the most appropriate approach
Dissemination	Board Website
Resource Implication	
Approval Date	July 2020
Review Date	3 yearly or as and when policy guidance changes

1. Purpose

- 1.1 The purpose of this policy is to set a clear process for line managers to manage the performance and conduct of employees during their probationary period.

2. Aim

- 2.1. It is the Witham and Humber Drainage Board policy is to operate a probationary period for all new staff. Probationary periods will be used constructively to help the new employee integrate effectively in to the business and allow the line manager to assess whether the employee is suitable for the role.
- 2.2. The length of probation will depend on the role carried out by the employee. The period of probation will be set out in the documentation provided to the employee.

3. Managing the probationary period

- 3.1. The line manager is responsible for setting objective performance standards for the employee and should discuss their expectations with the employee. A mid-point probationary review meeting should be held with the employee during their probationary period. This meeting will be used to assess how the employee is progressing and discuss whether any improvements are needed for the employee to successfully complete their probationary period.

4. Providing support during probation

- 4.1 The line manager is responsible for providing guidance and support to the new employee during the probationary period. The level of support required will differ depending on the individual employee. All support necessary should be given by the line manager to allow the employee to successfully complete their probationary period and continue their employment.
- 4.2. The line manager should ensure the employee receives appropriate training at the start of the probationary period. An induction and training plan should be set in place to assist with the employee's development and introduction to the Board. All relevant Board documentation should be made available to the employee at the earliest date.

5. Providing support for disabled employees

- 5.1 As legally required by the Equality Act 2010, line managers must provide additional support to disabled employees to ensure they are not subject to unlawful or less favourable treatment during their probationary period. Reasonable adjustments must be made to remove any barriers the employee faces at work.
- 5.2. The line manager must discuss the support offered to disabled employees with the Human Resources Consultant.

6. Addressing concerns during the probationary period

- 6.1 During the probationary period, the line manager will be continually assessing the suitability of the employee. The line manager should hold a mid-point probationary review meeting to discuss any concerns with the employee's performance or conduct during the probationary period.
- 6.2 When concerns are raised before or after the mid-point probationary review meeting, the line manager should arrange a formal meeting with the employee to discuss these. Failing to address these concerns in a timely manner could lead to the employee failing to complete their probationary period. Minutes of the meeting should be made and a record of any agreed actions should be made in writing and provided to the employee.

7. Terminating employment before completion of the probationary period

- 7.1. Most employees will remain employed by the Board until the end date of their probationary period. In some circumstances, the line manager may identify that the new employee is unsuitable for their role and will not reach the required standard with further support before the end of the probationary period.
- 7.2. Where there is sufficient evidence that the required standards are not being met and are unlikely to be met, the employment can be terminated at any stage during the probationary period. The line manager should discuss early termination with the Human Resources Consultant.

8. Terminating employment at the end of the probationary period

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- 8.1. Despite being provided with support, necessary training and concerns being addressed as they arise, the employee may not meet the required standards of performance by the end of their probationary period. This includes, but is not restricted to, the employee not meeting their work targets, persistent lateness or unacceptable conduct during their probationary period.
 - 8.2. The line manager may decide that their probationary period has been unsuccessful and their employment should be terminated at the end of the probationary period. This should be discussed in advance with the Human Resources Lead to ensure termination can take place at the end of the probationary period.
 - 8.3. The line manager should hold a probationary review meeting with the employee and inform them of the decision to terminate. The reasons for termination should be recorded in the probationary period review form.
- 9. Confirming successful completion of the probationary period**
- 9.1. If the employee has met the required standards during their probationary period, the line manager should hold a probationary review meeting with the employee and inform them that they have successfully
 - 9.2. completed their probation. Future performance objectives should be discussed and agreed with the employee.
 - 9.3. The line manager shall notify the Human Resource Lead that probation has been successfully completed and they will confirm this to the employee in writing.
- 10. Terminating employment after probation**
- 10.1. The employee's future performance will be assessed under the Board's capability policy and their conduct will be reviewed under the Board's disciplinary policy. Any breach of these policies will be managed in accordance with the Board's normal processes which could lead to dismissal.
- 11. Dishonesty during the probationary period**
- 11.1. Following the probationary period, the line manager may discover that the employee has been dishonest when applying for the role. The line manager should inform the Human Resources Lead immediately.
- 12. Review**
- 12.1. Every 3 years.