



Peninsula Dental Social Enterprise (PDSE)

Probation Policy Version 2.0

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Policy will be updated as required in response to a change in national policy or evidence-based guideline.

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Probation

1. Principles

- 1.1 New recruits to Peninsula Dental Social Enterprise (PDSE) CIC will be employed with a probationary period at the start of their employment. Probationary periods are used by PDSE to assess whether new recruits are suitable for their role, taking into account overall capability, skills, performance and general conduct. It also allows an opportunity for the new recruit to settle into PDSE and assess their own suitability for the role. The length of the probation period will be as stated in the employment contract, normally 6 months. A flowchart of the process is provided in Appendix A.

2. During Probation

- 2.1 The first week of employment for a new employee is important in shaping their future development and employment. Managers are responsible for ensuring employees are aware of and understand the expectations of them in their new role.
- 2.2 During the probation period, progress meetings will take place on a regular basis between the employee and their manager or supervisor. These will be held in a supportive and facilitative manner, identifying development needs and objectives. Employees will be reminded that their employment is conditional upon successful completion of probation. These meetings will be documented (see Appendix B).
- 2.3 A final progress meeting will take place during the sixth month before the probation period ends to confirm successful completion of probation, extend the probation period or propose that the employment contract is terminated. In the case of the latter, employees will be made aware of concerns with reasonable time to improve before any decision is made regarding dismissal.

3. Completion of Probation

3.1 Successful Completion of Probation

- 3.1.1 Where employees successfully complete their probation period, this will be confirmed in writing to the employee by HR following verbal confirmation from the line manager before the periods end.
- 3.1.2 There is no change to pay threshold upon successful completion of probation, new employees will be eligible to move to the next point of their pay band after

Year 1 should they be successfully recommended at appraisal. This is to demonstrate continuous development and improvement in their role.

3.2 Unsuccessful Completion of Probation

- 3.2.1 Employees will be informed if they are not meeting the expectations of their manager or supervisor, and are unlikely to successfully complete their probation. Employees will be given an opportunity to improve and will be set clear objectives to achieve. Where these are not met within a reasonable timeframe and before the end of the probation period, the employee will attend a meeting with their line manager and a more senior manager if required. At this meeting the manager will discuss the concerns with the employee, allowing them to respond and present any relevant information.
- 3.2.2 The manager will choose from the following options:
- That the concerns warrant an extension to the probation period (see below “Extension to Probation”)
 - That the concerns warrant dismissal on the grounds of conduct or capability, and that there is no case for an extension because the concerns are sufficiently serious (see below “Dismissal during probation”) The senior manager must be present in this case.
- 3.2.3 Alternatively the manager may decide that the concerns are not sufficient to warrant an extension or dismissal. In this case the employee will continue in their role and their probation period is signed off.
- 3.2.4 If an employee is dismissed due to poor conduct or capability during probation, they have the right to appeal against this decision to the relevant manager (see Appendix A). In exercising their right of appeal, the employee will attend a meeting with the nominated manager in order to outline their appeal. The manager will review the case and consider all evidence before making a decision. The decision at this stage is final.

4. Extension of Probation

- 4.1 Where concerns are identified and no improvement is seen within a reasonable timeframe, but the manager feels there is justification for an extended probation period, an extension of up to 3 months may be given.
- 4.2 Alternatively if the employee is away from the workplace for a significant period of time during the probation period, then it may be unreasonable to make a decision about their suitability for the role if they have not had sufficient opportunity to learn the various elements of the job and receive relevant support.
- 4.3 The exact length of extension to probation will be determined by the manager or supervisor and documented. The manager may feel it appropriate to seek

advice from the HR department when deciding whether a variation to the probation period should be made. This will be confirmed in writing to the employee by HR.

5. Dismissal during Probation

- 5.1 Where concerns are identified and are sufficiently serious, i.e. where an improvement has not been shown or is not anticipated, an employee may be deemed as having failed their probation period. In this case, PDSE may terminate the employment contract. This will be confirmed in writing by HR following a senior manager meeting with the individual.

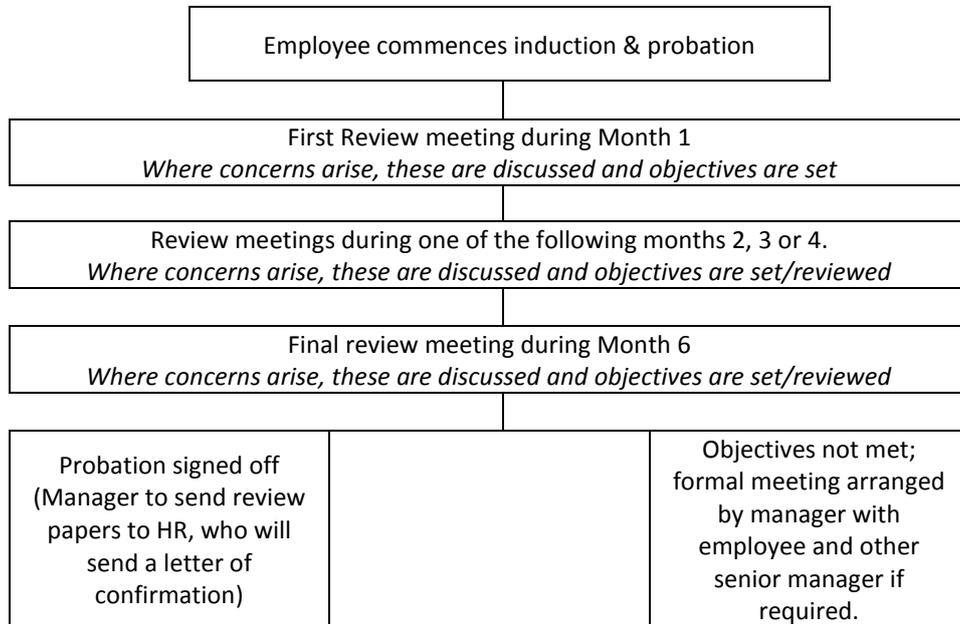
6. Change of Roles

- 6.1 The sanctions included in this policy (extension of probation or dismissal) would not apply to employees who change roles through a promotion or transfer within PDSE and have previously completed a probationary period for their previous role. In these cases, the three regular review meetings (appendix B) will take place, together with the normal appraisal process, giving opportunity for both the employee and manager to openly discuss areas for improvement and any other concerns.

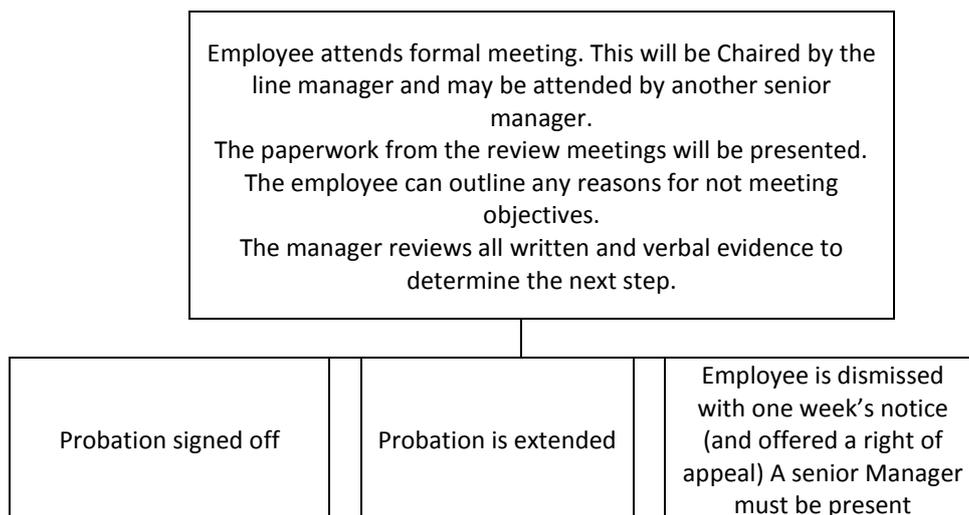
8. Appendix

Appendix A – Flowchart

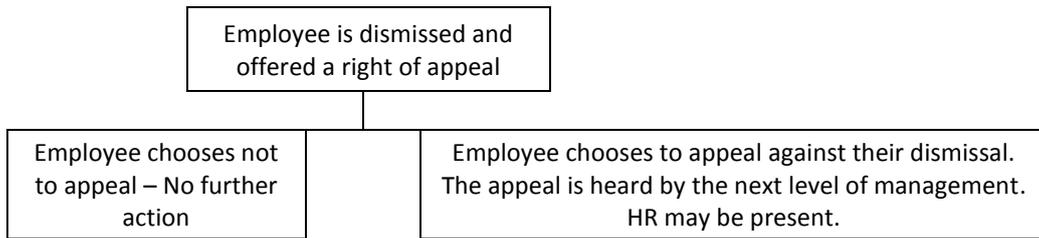
Standard process for all employees:



Where objectives are not met:



Where an employee is dismissed during probation:



Appendix B – Progress Review Meetings (Template)

To be completed and updated by the line manager/supervisor.

Employee name & job title:	
Manager/supervisor name & job title:	

It is recommended that a minimum of three progress meetings take place (monthly) during probation.

Progress Meeting One		
Date:		
Summary of progress and objectives:		
Signed by	Manager:	Employee:

Progress Meeting Two		
Date:		
Summary of progress and objectives:		
Signed by	Manager:	Employee:

Progress Meeting Three (Final Meeting)		
Date:		
Summary of progress and objectives:		
Signed by	Manager:	Employee: