**North Luffenham Parish**

**Probation Policy.**

This policy was adopted by Council at its Meeting on 16th May 2022. Minute reference \*\*\*\*.

**Introduction**

The aim of this policy is to provide Parish Council employees and the Council with clear information relating to probationary periods. This is the period at the start of employment with the Parish Council to support employees to become fully integrated and productive from the earliest opportunity.

The probationary period is intended to allow both the employee and the Council to assess objectively whether the employee is suitable for the role. The Council believes that the use of probationary periods increases the likelihood that new employees will perform effectively in their employment.

This policy applies to all new employees where the probation period is applicable and stipulated as part of their offer letter or contract of employment.

This policy does not form part of any employee's contract of employment and the Council reserves the right to change this policy at any time and in any event will review it on a periodic basis.

**Reviews During the Probationary Period**

Reviews will usually take place every four weeks during the employee's probationary period to assess the employee's performance, capability, attendance, conduct and suitability for the role, with a final meeting taking place shortly before the end of the probationary period.

A clear record should be made of each review meeting using the probation review form. The form should be signed by both the employee and the line manager and kept within the employees personnel file on completion of probation.

During an employee's probationary period they will receive regular feedback relating to their performance and progress, and should there be any problem areas, these will be raised as soon as possible with a view to resolving them.

Guidance and support will be provided by the Council Chair and any necessary training or coaching will be identified and arranged. Should there be any concerns, these must be raised with the employee immediately and not left until the final review meeting.

**Extending Probation Periods**

The Council reserves the right to extend an employee's probationary period at its discretion. This will ordinarily be limited to one extension, although further extensions may be necessary in some exceptional circumstances. Any decisions to extend the probation period for an employee would be discussed with the Employee.

The Council will confirm the terms of the extension to the employee in writing, including:

* The length of the extension and the date on which the extended probationary period will end
* The reason for the extension and, if the reason is unsatisfactory performance,
* Details of how and why performance has fallen short of the required standards the performance standards or objectives that the employee is required to achieve by the end of the extended probationary period.
* Any support, for example further training, that will be provided during the extended probationary period
* Potential outcomes if improvements are not achieved within the extended period of time, i.e. redeployment or termination of employment

**End of Probationary Period**

At the end of the probationary period the line manager should conduct a final review of the employee's performance and suitability for the job. This will involve a meeting with the employee to discuss their performance and progress throughout the probationary period. The review should be conducted shortly before the date on which the employee's probationary period comes to an end. If the employee's performance is satisfactory the employee will receive confirmation in writing.

**Termination of Employment**

If an employee's performance while in their probationary period has been unsatisfactory and it is thought unlikely that further training or support would lead to a satisfactory level of improvement and there is clear evidence prior to the end of the probationary period that suggests the employee is unsuitable for the role and will not be able to meet the expected standards, the Council will terminate employment.