

Probationary Period Operational Procedure

PAVS' policy and procedural documents have been developed to meet the specific needs of the Association and are periodically reviewed in line with any changes in the law or statutory provision. They are provided as an example for information purposes only.

Other Information Sheets in this series:

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PEMBROKESHIRE ASSOCIATION OF VOLUNTARY SERVICES

PROBATIONARY PERIOD OPERATIONAL PROCEDURE

Procedure Ref: PROBAT/OP

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PAVS' Trustees	PAVS' Staff Team		
PAVS' Operational Management Team			



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The first 26 weeks of employment with PAVS will be probationary, with a review at 13 and 25 weeks by the appropriate line manager. The review at week 25 will recommend:

- Confirmation of permanent/temporary employment, or
- Extension of the probationary period (to a maximum of another 8 weeks), or
- That the employment should be terminated.

Where the probationary period is extended, regular reviews will be held as agreed between PAVS and

the employee.

Termination of employment during probationary period:

PAVS will give at least one week's notice in writing to the employee.

An employee wishing to terminate employment during the probationary period is required to give at least one week's notice in writing.

The aim of this procedure is to ensure that both the worker and organisation are happy with the outcome of the interview stage of the recruitment process. The process provides regular opportunities to reflect on progress and any issues that might arise from the early stages of new employment.

All PAVS' appointments are offered subject to the completion of a satisfactory probationary period. For this to be meaningful the following steps need to be followed and recorded.

1. Ensuring that references have been taken up, are satisfactory and on file
2. Ensuring that an appropriate induction has taken place within which opportunities have been provided to identify any immediate training needs. These will be recorded and fed back to the line manager for discussion and scheduling through monthly supervision.
3. Regular supervision sessions (initially on a weekly basis and thereafter monthly), will be provided during which any issues of concern for the employee or employer can be discussed and any appropriate remedial action taken. These sessions will be recorded.
4. At the half way stage of the probationary period (3 months) time will be set aside in supervision to assess progress and again identify any issues of concern or further training needs
5. At the final stage of the probationary period (6months) a draft report will be prepared following a set format in order to ensure consistency. The probationary report should, where appropriate, be informed by feedback from persons who have had working contact with the employee. The draft report should be made available to the employee prior to providing an opportunity to negotiate any conflicting points of view. Once agreed between the member of staff and line manager, it should be signed by both the line-manager and employee and a copy placed on the personnel records held by the Association.
6. Options available at the end of the probationary period are:
 - To recommend that the employee has successfully completed their probationary period
 - To recommend that the probationary period be extended for a further 2 month (8 weeks) period to allow time to address any issues of concern
 - To recommend that the employee has failed to complete their probationary period, clearly specifying in what ways and to recommend that the contract be terminated.
7. The aim of the probationary period will be to ensure that any issues are identified early and any appropriate action taken. It should not contain any surprises. However, in the case of recommendations not being mutually agreed the Association has a grievance procedure that should be used by the member of staff to resolve the issue.

