

## Appendix 2

Policy Section	Suggested Change	Reason for Change
1.0 Introduction	Include Apprentices under Probation	Previously not included
2.0 Manager's Responsibilities	Include Apprentices starting a new career	Previously not included
3.0 Employee's Responsibilities	New section	Trade Unions requested a new paragraph on positive aspects of probation
4.0 Probation for internal job changes	Delete probation periods for those who have already been employed in the role for a temporary or fixed term capacity	To avoid duplication of probation periods
	Delete probation periods for grade change	Not necessary to hold additional probation period for increase of grade
	Delete section "Where an established employee is promoted, redeployed or re-designated to a new position under a restructure and issues of performance arise during the probation period, it may then be appropriate to consider the matter in accordance with either the Council's Capability Policy or Disciplinary Procedure."	Probation policy should be followed
	Delete Apprentice Training in "Internally promoted employees who are unsuccessful in their probation period are at risk of dismissal or redeployment and will not be able to revert back to their previous role before the promotion, unless on a Secondment or Development Opportunity or Apprentice training."	Apprentices should be covered under Probation Policy

	Insert clause – where an employee’s previous post remains vacant, consideration may be given to returning to the role, on a case by case basis, at the discretion of the Line Manager/Head of Service	Trade Union request.
<b>Policy Section</b>	<b>Suggested Change</b>	<b>Reason for Change</b>
6.0 Attendance Issues During The Probation Period	Add “If an employee has a long period of sickness during their probation, an extension may be granted for a similar amount of time. Very poor attendance may result in dismissal under the Probation Policy. Sickness during the probation period will be included in any rolling year sickness calculations.”	Clarifies the Council’s position on long term absences during probation periods and the process to be used.
7.0 Dealing with Unsatisfactory Performance	Add new bullet point stating: “An employee should not proceed to a probation hearing unless the employee has been notified of the concerns and a chance to improve have been given, with reasonable support provided.”	Good practice
10.0 Termination of Employment under the Probation Period	Delete ‘at the end of the probation period’ when it comes to potential dismissal.	It may be appropriate to dismiss prior to the end of the probation period if performance is unsatisfactory.
	Clarify ‘Probation Hearing’ rather than meeting	Makes clear that it is a formal hearing rather than a meeting
	Clarify seven working days’ notice for a Probation Hearing along with outlining the process of the hearing, paperwork and format.	In line with other Council formal processes where dismissal is an option

11.0 Temporary/Fixed Term Employees	Clarifies when an employee is made permanent having worked in the same role in a temporary capacity	Clarifies that a second probationary period is not necessary in order to avoid duplication of work.
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REFERENCE