

Probation Policy and Procedure

(TCE060 DEC18 v1.3)

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1. Purpose and scope

The Crown Estate recognises that a supportive induction and probation process is vital for new employees to demonstrate the required standards of performance at work.

This policy applies to all newly appointed employees, where the appointment is subject to a probationary period, as stated in the individual's Service Agreement.

This policy is intended to provide both the employee and the business the opportunity to assess whether or not the employee is suitable for the role.

Whilst this policy is non-contractual, all employees have a positive responsibility to comply with it and to ensure its terms are put into effect.

This procedure does not form part of your Contract of Employment and The Crown Estate reserves the right to amend the Procedure from time to time.

2. Roles and responsibilities

Line manager

It is the line manager's responsibility to proactively monitor a new employee's performance, conduct and progress during the probationary period. The line manager must ensure the employee is properly informed at the start of his/her employment about what is expected of them during probation. Line managers should also provide guidance and support to employees where necessary and help to identify and arrange training or coaching as required.

Employee

It is the employee's responsibility to meet required standards of conduct and performance at all times during their probationary period. If at any point during the probation, the employee is unclear of objectives they have been set or the required standards of conduct/performance, they should raise this with their immediate line manager as soon as reasonably practicable or during planned probationary review meetings.

Human Resources (HR)

The HR Advisor (HRA) or HR Business Partner (HRBP) will be available throughout the probation period to provide support and advice to the line manager in order to help ensure the probation period is a positive experience.

3. The Probation period

It is our policy to operate probationary periods for all newly appointed employees where the appointment is subject to a probationary period, as stated in the individual's Service Agreement.

3.1 Length of Probation

The length of the probation period will be stated in the individual's Service Agreement but is generally six months with an extension permitted if required.

3.2 Probation Review

When a new employee joins The Crown Estate their line manager will meet with them to agree a set of probation objectives (using the Probation Objectives and Progress Plan). This will help ensure the employee is clear about the expected level of performance required for the role. The employee should work towards these and review progress with their manager on a monthly basis (as a minimum) throughout the probation period. A clear record should be made of each review meeting using the probation template.

The template for probation objectives is available on i-site and a template will be provided to managers for all new employees joining The Crown Estate. Each of the measures and their progress against them needs to be captured. Then, at the monthly review meetings, strengths and areas for development should be identified and recorded on the template.

3.3 Confirmation in post

There must be a final review at the end of the probation period to assess the employee's performance and conduct a final review of the employee's suitability for the role. This review meeting should take place prior to the end of probation date.

If the line manager is satisfied that the probation has been successful they should return the completed probation template to the HR Advisor (HRA) or HR Business Partner (HRBP). The probation template must be signed by both the line manager and the employee. The employee will then receive a letter as written confirmation in post.

After being confirmed in post, the line manager and employee should then prepare a 'Scorecard' building on the measures used during the probationary period, for the remainder of the performance year. Any areas of development identified during the probationary period should be included in the employee's Personal Development Plan. Further details of the can be found on i-site.

3.4 Extending Probation Periods

Often an improvement in conduct or performance can be achieved by simply clarifying the expected level required, why it is important and by explaining the possible consequences of failing to achieve this. This process ensures the employee understands what is expected of them in order to achieve a satisfactory improvement and ultimately, to pass the probation period successfully.

However, if during the final probation review meeting or at an earlier point during probation, it is identified that the employee's performance/conduct is not meeting the standards required the company reserves the right to extend an employee's probation period at its discretion. This should be limited to one extension and the total period of probation should not exceed 12 months, including any extension. The line manager should discuss the matter with the HRA or HRBP before any decision to extend the probation period is made or communicated to the employee.

A probation extension may be implemented in circumstances where the employee's performance/conduct or progress has not been entirely satisfactory, but it is thought likely an extension may lead to an improvement. This may be an appropriate course of action where an employee or line manager has been absent from work for an extended period during the probationary period.

If the employee has been deemed eligible for a discretionary bonus this will be deferred until satisfactory completion of the extended probation period.

If a line manager or employee believes that an extension of probation period is appropriate they should contact their HRA or HRBP. If an extension to probation is agreed the following will be confirmed in writing:

- The length of the extension and date the probation period will end;
- The reason for the extension, and where appropriate what improvements need to be made when the reason for extension is performance related;
- Measures that the employee is required to achieve by the end of the extended probation period;
- Any support that will be provided during the extended probation period (e.g. training or development).
- If the employee does not fully meet the required standards by the end of the extended probation period, employment may be terminated.

3.5 Terms of Employment during the Probationary Period

Please refer to contract of employment for the duration of notice required during the probation period. Once the probation period has been successfully completed, the notice period required by either the employee or the business will be as outlined in the Service Agreement.

3.6 Training during Probation Period

In order to successfully complete the probation period employees are expected to complete any mandatory training that applies to all employees. An employee may not be confirmed in post until the mandatory training has been successfully completed.

4. Termination of employment

It is at The Crown Estate's discretion to terminate employment before the probation is completed if there is evidence prior to the end of the probation to suggest that the employee is unsuitable for the role.

Where a decision is taken to terminate the employee's employment the employee will be informed by the line manager. The employment will end immediately and arrangements will be made for the employee to be paid in lieu of notice. For clarity, the notice period applied will be the probation notice period as specified in the service agreement. There will be no right of appeal.

5. Irregularities discovered during the probationary period

If during the probation period it is suspected or established that the employee does not have the qualification, experience or knowledge that they have claimed during the recruitment process, the matter will be discussed with the employee to establish the facts. Or, if it is established the employee has misrepresented their abilities in any way the Company reserves to terminate their employment

Should irregularities be discovered subsequent to completion of the probation period, this will be dealt with in line with the Company's disciplinary policy.

6. Document Control


Document History:

Version	Date	Amendment	Owner	Author
1.0	21MAY18	First Version/new policy	HR	Graham Stokes

Document Review:

Version	Date	Amendment	Author	Reviewer
1.1	JUL18	Fine-tuning of wording/application	G Stokes	D McCalla/HRLT

Document Approval:

Name	Signature	Approval Date	Valid from date	Review date
Simon Boulcott Head of HR		DEC 2018	JAN 2019	DEC 2019