PROBATION PROCEDURE FOR RESEARCH STAFF (GRADES F TO H)

The probationary period for employees in this group is one year with a single review period as follows:

**Formal Review (10 months)**
At the formal review period, the line manager will hold a PDR with the employee during which their progress will be formally reviewed against the initial work plan. Based on this review, the line manager will make a recommendation to the appropriate reviewing manager. The recommendation must be discussed with the probationer. The options available to managers are as follows:

**Confirmation of appointment**
Where the reviewing manager agrees that the employee’s performance is satisfactory, HR will be asked to write and confirm the employee’s appointment.

Where the line manager feels that despite support and assistance the employee’s performance does not meet a satisfactory standard, this should be discussed with HR prior to submission of the recommendation to the reviewing manager. The options available are as follows:

**Extension of the probationary period**
Where the reviewing manager agrees to an extension HR will confirm this in writing. The improvements required over the extended period and any measures identified to help the employee attain the required improvements should also be identified. A further recommendation should be submitted to the reviewing manager at the end of the extension to the probationary period. This option of extension should only be used on an exceptional basis and the maximum extension period is 6 months. There may be instances when a longer period of extension is appropriate if the employee has been absent from work for a substantial period of time. In such an instance, management discretion can be exercised to determine an appropriate extension period.

**Non-confirmation of appointment**
Where it is felt that performance is not likely to reach a satisfactory level, even after an extension to the probation period, a recommendation for non-confirmation of appointment will be made. In this case, the employee will be invited by letter to a meeting with the reviewing manager and HR. The letter will inform them of the recommendation by their line manager that their employment should not be confirmed and that their employment may be terminated. A copy of the PDR form will be enclosed with the letter and they will be given at least 5 working days written
notice of the meeting. They will have the right to be accompanied by a Trade Union Representative or work colleague and will be given the opportunity to present any evidence or make any representations that they feel appropriate.

If the reviewing manager decides not to confirm the appointment, the employee will be issued with a letter within 2 working days of the meeting confirming this decision and they will be given their contractual notice period. They will also be informed of their appeal rights.

**Line Manager/Reviewing Manager**

It is recognised that PDR’s for research staff are typically carried out by principal investigators (PI). Therefore, the PI will be the line manager responsible for making a recommendation on probation and the head of academic unit will be the reviewing manager.

G Coupland
August 2010