

## **Guidance for line managers on how to manage the 12 week trial period within the redeployment procedure**

### **Introduction**

Employees who are redeployed to a suitable alternative post will be given a trial period of 12 weeks in the post to which they have been redeployed to allow him/her time to assess its suitability. Equally the University will use the trial period to assess an individual's suitability to the post.

During the trial period the individual will not lose his/her right to a redundancy payment if he/she or the manager of the area concerned decides that the post is not suitable. Either party must however have reasonable grounds for deciding the post is not suitable.

This guidance document is intended to assist managers in dealing with the trial period.

### **Meetings to review progress**

The manager should have regular meetings during the 12 week trial period with the employee who has been redeployed in order to review the suitability of the post and to document each stage in the process. It is expected that the meetings between the manager and the employee will normally occur as follows:

- Initial meeting on taking up the redeployed post;
- First review meeting at 4 weeks;
- Intermediate review meeting at 8 weeks; and
- Final review meeting at 11 weeks

### **The role of the Line Manager**

The responsibility will rest with the line manager to ensure that this process is followed and that all stages in the process are fully documented and recorded. Should there be any issues identified in regard to performance standards or skills following commencement of the trial period, the manager must involve the HR Business Partner for their area. The HR Business Partner will support the Manager in dealing with these issues at subsequent meetings.

### **The role of Human Resources**

Human Resources will support the line manager in following this process and in particular, should there be any issues identified in regard to performance standards or skills.

### **Initial meeting**

The initial meeting should take place on the first day the employee is redeployed (or as soon as possible thereafter). The purpose of this meeting is to enable the manager to set out the timetable for the formal reviews at each stage i.e. 4, 8 and 11 week reviews. The manager will ensure the employee is aware of the requirements of the post and the performance standards which are to be achieved within the 12 week trial period. The manager will also offer support with skill

development requirements where these are identified at this meeting. The outcomes from this meeting are to be recorded on the appropriate pro-forma [see Appendix 1]

### **First review meeting at 4 weeks**

The purpose of this meeting is to formally review the employee's progress during the period since the initial meeting. The employee may be accompanied at this meeting by a work colleague or a trade union representative. The outcomes from this meeting are to be recorded on the appropriate pro-forma (see Appendix 2).

Should deficiencies in performance be identified at this stage, these must be brought to the attention of the employee. The manager should discuss these issues with their HR Business Partner in advance. Actions required to enable the skills and performance standards to be achieved should be identified. The employee should be advised that if the performance standards are not achieved the trial period may be unsuccessful. The HR Business Partner for the area must be in attendance at future review meetings.

### **Intermediate review meeting at 8 weeks**

The purpose of this meeting is to formally review the employee's progress during the period since the first review meeting. The employee may be accompanied at this meeting by a work colleague or a trade union representative. The outcomes from this meeting are to be recorded on the appropriate pro-forma (see Appendix 2).

Should deficiencies in performance be identified, these must be brought to the attention of the employee and actions required to enable the skills and performance standards to be achieved. The employee should also be informed if performance is not improved it may lead to the redeployment not being successful and the individual being made redundant.

### **Final review meeting at 11 weeks**

The purpose of this meeting is to formally review the employee's progress during the trial period. The employee may be accompanied at this meeting by a work colleague or a trade union representative. The outcomes from this meeting are to be recorded on the appropriate pro-forma (see Appendix 2).

At this meeting it must be confirmed if the employee has achieved the skills and performance standards identified and if the trial has been successful. Should an employee not have achieved the skills and performance standards required this must be recorded and the employee advised that their employment will be terminated. The employee will be treated as if dismissed on the date when his or her employment under the previous contract ended. The employee should be advised that they will be entitled to a redundancy payment based on their employment having ended on that earlier date.

The redundancy payment will be actioned at the end of the 12 week trial period.

### **Absence during the trial period**

The trial period is restricted to 12 weeks only. Intervening breaks, whether for annual leave, sick absence or any other reason do not have the effect of extending the trial period once it has started.

### **Right of Appeal**

An employee will have the right of appeal in regard to the outcome of the trial. All appeals against decisions by a line manager to terminate a redeployment within the 12 week trial period must be

made in writing to the Department of Human Resources within 5 working days of the notice the redeployment will end and should state the basis of the appeal.

*Guidance document developed November 2008.*