

ROYAL COLLEGE OF ART

Probation Policy for Non-Academic staff

All new employees to the College and employees who have been transferred or promoted into different posts will complete a probationary period.

The probationary period should allow both the employee and their line manager to assess objectively whether or not the employee is suitable for the role. It is intended as a constructive process to allow the employee to gain a full understanding of their role, their department and how these fit together and a full understanding of the requirements of the post.

The expectation of the probation period is for the employee to achieve a satisfactory level of performance, within a reasonable period of time, in the early part of their career with the College.

The line manager is responsible for ensuring that all new employees are properly monitored during their probationary period. If any problems arise, these should be addressed promptly.

A formal review will be carried out at the end of the probationary period. The appointment will be confirmed when it has been demonstrated that the employee is performing to the standards required of the job.

This guidance relates to probation for non-academic staff, further information about probation for academic staff can be found [here](#).

Length of probation

Non-academic staff complete a probationary period of either 12 months or 6 months, dependent on the role they are undertaking. The length of probation is specified in the contract of employment.

Reviews during probation

During the probationary period regular reviews will be arranged between the employee and line manager to provide appropriate support and to review and assess the employee's performance, capability and suitability for the role. Those on a 12-month probation will usually have review meetings at approximately 3 months, 6 months and 9 months, with a final review meeting just prior to the 12-month point. Those on 6-month probation will have a review meeting at 3 months and a final review meeting just prior to the 6-month point.

A clear record should be made of each review meeting using the relevant forms provided by HR. A copy of the record should be passed to the employee and the original forwarded to the HR department. HR will confirm the overall outcome of these discussions with the employee in writing.

If problem areas have been identified at the review meetings which remain unresolved after every effort has been made to improve the situation two options are available:

- The probationary period may be extended
- If it appears impossible to resolve the problem areas, the employee will be given notice of the termination of their employment with the College.

Extending probationary periods

The College reserves the right to extend an employee's period of probation at its discretion. An extension may be implemented in circumstances where the employee's performance during probation has not been entirely satisfactory but it is thought likely that an extension to the probationary period may lead to an improvement, or where the employee or line manager has been absent from the workplace for an extended period during the probation.

Before extending an employee's probationary period, the line manager must consult HR. If an extension to the probationary period is agreed, HR will confirm the terms of the extension in writing to the employee, including:

- the length of the extension and the date on which the extended period of probation will end;
- the reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;
- any support that may be provided during the extended period of probation; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of probation, their employment will be terminated.