

# Probationary Period Policy 18<sup>th</sup> January 2016

Equality Impact Assessment

# Probationary Period Policy

**Contact:** Andrea Malam, HR Direct

**Updated:** 18<sup>th</sup> January 2016

## 1. What type of proposal / decision is being assessed?

Revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

This is a revised policy to clearly outline the six month probationary procedure for new employees to local government. The procedure enables the new employee to have the opportunity to become familiar with their main duties of their post and allow them to demonstrate the standard of performance, attendance and behaviour expected of them. It outlines a process where managers are able to effectively manage probationary process and if the employees performance is unsatisfactory, the manager is able to terminate fairly. The employee will have the opportunity to appeal at the relevant stages.

A formal process which is clearly defined will help managers put the necessary support in place with regular review meetings, which will allow the employee the opportunity to meet the required standards and any areas will be recognised or dealt with at an early stage.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

An assessment of the protected characteristics and the effects of this policy on those protected characteristics has been undertaken. The policy

now includes a section on reasonable adjustments for disabled employees and delaying the probationary process until these adjustments are in place. The policy also includes clarification on deferring the probationary period for employees who commence maternity leave during their probationary period in order to give them a fair opportunity to complete their probationary period.

The policy has been through the normal consultation process with CJM and the recognised trade unions.

**5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

The policy will provide a positive impact on all of the protected characteristics as there will be a consistent and fair approach in dealing with probationary periods across the council. The policy now includes clarification on:

Employees who go on maternity leave during a probationary period will have their probationary period deferred until they return to work. This will allow employees a fair opportunity to be able to complete a full 6 month period.

Disabled employees who require reasonable adjustments must not commence their probationary period until all of the adjustments are in place in order to make it a fair process.

Employees who are absent due to sickness are able to have their probationary period deferred for up to 3 months.

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

A potential negative impact could be on disabled employees who are not able to attain the required standard during their 6 month probationary period. Managers may need to extend their probationary periods to allow them an opportunity to successfully complete their probationary period and if applicable put in any reasonable adjustments.

Overall with the monitoring of statistical data on the above and regular reviews of the policy, I do not believe that this policy has a negative impact on the protected characteristics.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

Careful consideration has been given to all protected characteristics and the policy will be reviewed on a regular basis to ensure that no negative impact has an adverse effect.

**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No

Action(s)	Owner	By when?
Review disabled employee probationary periods and statistics	Andrea Malam	18.01.2017

**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date: 18.01.2017

Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.16