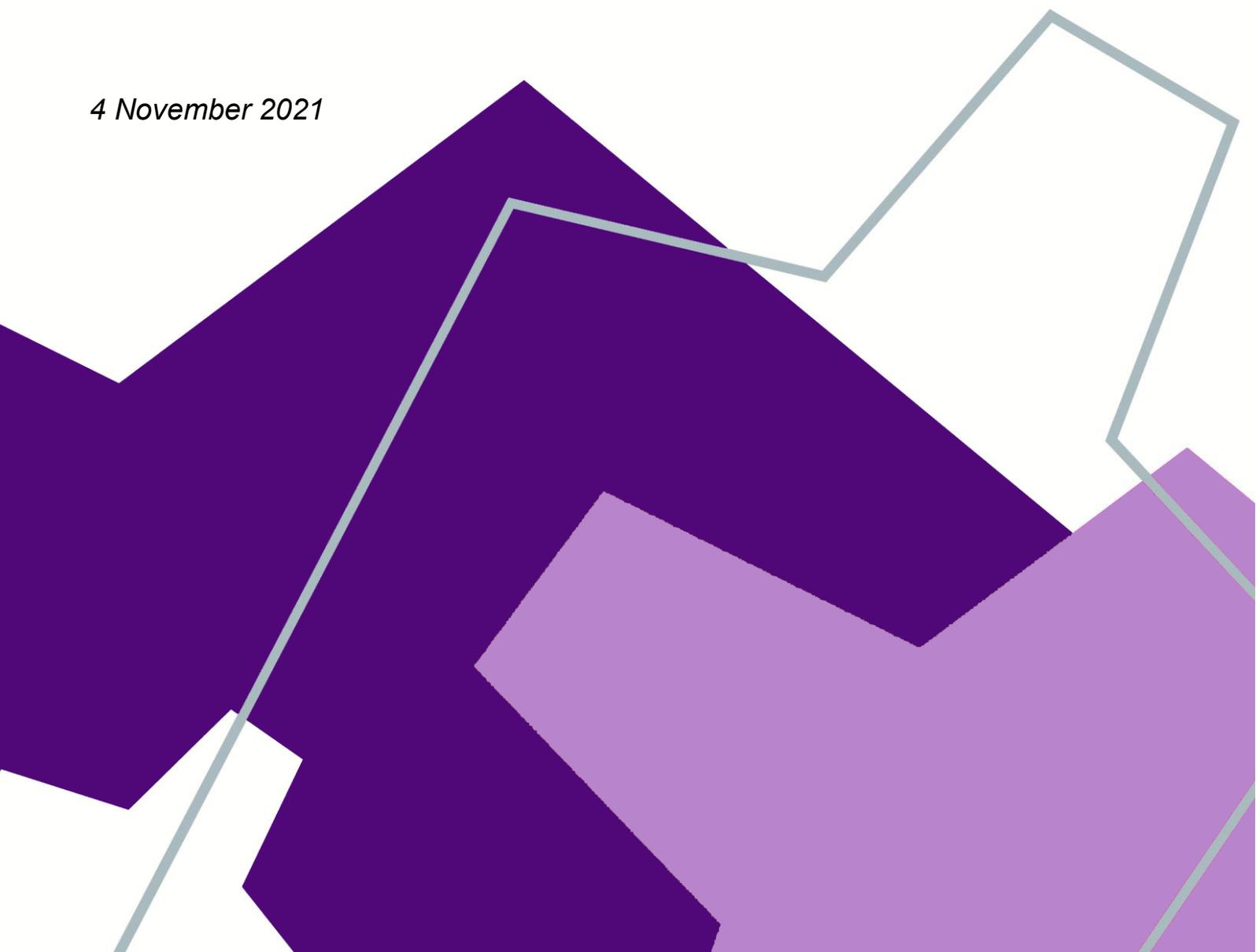


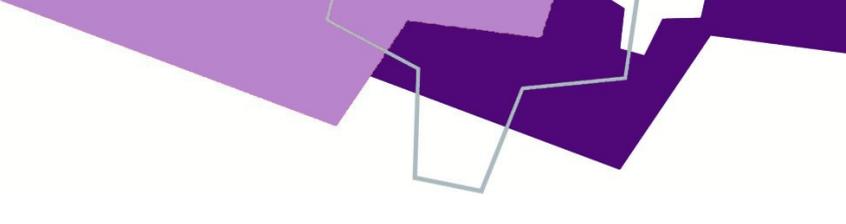


The Scottish Parliament
Pàrlamaid na h-Alba

Probation

4 November 2021





Introduction

During your probationary period, you must demonstrate that you can perform your role well. Your probationary period lasts for six months.

When you start your employment with us, your line manager will tell you what your initial objectives are and will explain our standards of conduct, performance and attendance. This will ensure that you know what is expected of you.

Throughout your probationary period, your line manager will:

- provide you with advice, guidance and relevant learning and development opportunities to help you meet your objectives and our standards;
- monitor your progress and meet with you at least monthly to let you know how you are doing and to give you support – this will help to ensure that any difficulties you experience can be discussed and resolved at an early stage;

Your line manager will meet with you for a final review meeting and, if satisfied that your probationary period has successfully come to an end, will e-mail the [People and Culture Office](#) to confirm this and then you will receive confirmation as a permanent member of staff.

If your line manager has concerns about your progress at any stage of your probation, he or she will contact the People and Culture Office for advice as soon as possible. The procedure to be followed is set out on the next page.

Procedure (for dealing with any concerns)

Stage 1: Informal Meeting with your line manager

Your line manager will meet with you to :

- tell you the concerns they have about your conduct, performance or attendance;
- explain again the standards that are expected of you; and
- discuss with you the action you need to take to meet those standards, the time you have to make those improvements and how he or she can support you.

At the end of the improvement period, your line manager will meet with you again to review your progress. If he or she still has concerns, you will be given a written report. This will explain where you are not meeting the standards required and will also tell you what action is now being considered.

Stage 2: formal meeting with Head of Office

- Your Head of Office will arrange to meet with you to discuss the report and you will be given the chance to express your views on the issues within it. You may be assisted by a trade union representative or a colleague at this meeting if you wish. A formal note of this meeting will be taken.
- Your Head of Office will adjourn the meeting to consider his or her decision. This may be to confirm you as a permanent member of staff, extend your probationary period for up to a further 3 months (only where it is considered likely you will satisfactorily improve within this timescale) or to bring your employment to an end. If possible, he or she will tell you their decision that day. He or she will explain to you the reasons for their decision and if it is appropriate, will tell you that you have a right to appeal. Their decision will be followed up in writing.

Appeal meeting with Group Head

You have the right to appeal a decision to dismiss you or to extend your probationary period. To do so, you should write to your head of group within 7 working days of your Head of Office's decision.

Your Group Head will arrange to meet with you to consider your appeal. You may be assisted at the appeal meeting by a trade union representative or a colleague. All relevant issues will be considered.

Your Group Head will tell you their decision following the meeting. His or her decision is **final**.

All decisions are taken in consultation with the People and Culture Office.

Probation

For further information contact:

HumanResources@parliament.scot

0131 348 6500

