
POLICY FOR ANTARCTIC EMPLOYMENT POOL PROBATION PERIOD

The purpose of the probation period

All Antarctic Employment Pool Staff (AEP) are subject to a 4 to 6 month probation period on first appointment. The purpose of the probation period is to establish whether an individual is suitable for continued employment on the basis of their aptitude, capability, attendance and general conduct.

Assessment and standard required

AEP staff will be assessed by their Base Commanders and their scientific or technical Line Manager using the AEP Appraisal form. The AEP Appraisal should be seen as complementary to the probation process in that it ensures that development needs and any concerns are being identified and addressed.

AEP staff will be expected to demonstrate that they have the qualities needed to perform effectively in the post to which they have been appointed and also across other duty areas that they might reasonably be expected to contribute. It is important for BAS that AEP staff are capable of fulfilling a variety of roles to meet the changing challenges of work and life on stations and ships.

During the probation period AEP staff are expected to demonstrate that they:

- Have the **skills and aptitude** required to effectively carry out the work for which they have been employed
- Meet BAS core expectations relevant to their role
- Have a **flexible approach** to their work
- Can work successfully both as an **individual and as a team member**
- Are capable of achieving the required work level and quality of output
- Show a willingness to **develop** on a personal basis
- **Conduct** is in accord with the cultural values of the Survey (PRICE)

In assessing whether individuals meet the required standard all the above criteria will be taken into consideration.

The roles of Base Commanders, line managers and Personnel staff in the Probation process

BAS Personnel Section is responsible for explaining the probation process to new AEP starters. Ensuring that individuals meet the required standard is the responsibility of Base Commanders and Line Managers with the assistance of Personnel.

It is essential that AEP staff be given regular feedback on their performance. **If there is any doubt about an individual's ability to successfully complete the probation period it must be pointed out to them by their Base Commander and or Line Manager at the earliest opportunity. It is not necessary to wait until the end of the season at the formal AEP reporting stage.** AEP staff must be given the opportunity to explain and to remedy any shortcomings, and managers must work with them to achieve this.

Extension of AEP Probationary period

In exceptional circumstances, or where an individual has not had opportunity to demonstrate a full range of required skills and qualities, the Head of Personnel, in consultation with the Base Commander and the Line manager, may authorise an extension of the probation period for an agreed period of not more than 6 months. Where the probation period is extended the reasons for the extension will be explained to the employee and provided in writing. In consultation with the Head of Personnel, the Base Commander and Line Manager will set clear targets and the individual will be assessed against these throughout the agreed period. If individuals fail to remedy any shortcomings they should expect their AEP appointment to be terminated at the end of the agreed extension period.

Recommendations that an AEP appointment is not confirmed

Before the BAS Head of Personnel makes a recommendation to the BAS Directorate that an appointment should be terminated the individual concerned will receive a letter outlining why their appointment to the AEP is not being confirmed and offer an interview with a suitable person to put their case forward. Confirmation not to continue an AEP appointment must always be confirmed by the BAS Directorate.

Where an individual believes that ill health or welfare related problems have been a factor in their failure to meet required standards they must draw this to the attention of their Base Commander, Line Manager and to the Head of BAS Personnel. As far as is practicable, individuals will be given the opportunity to prove that they can perform at the required level when the problem that has been identified has been resolved, although AEP staff must appreciate that organisational and operational needs must be taken into account.

Compensation

AEP staff whose appointments are terminated for failure to complete a satisfactory probation period will not be entitled to compensation but will receive the contractual period of notice as stated in Appendix III of AEP conditions of service.

AEP staff whose appointments are terminated either before or at the end of their probation period have the right of appeal to the Director, (People, Skills and Communications) NERC.