STAFF DEVELOPMENT POLICY AND EMPLOYMENT PROCEDURES

Policy Title	**Staff Development Policy and Employment Procedures**
Policy Review Date	
Policy Reviewed by	

This policy applies to all staff employed by Phoenix Rising

Phoenix Rising is striving to be a good employer and believes that the care and development of its staff is a fundamental principle of good management and our ethos.

All employees should be treated fairly and equally in employment, training and opportunities for promotion as in the *Equal Opportunities policy*

Staff should be treated in a positive, supportive way, good staff are our biggest asset

If there are issues with employees who cannot fulfil their role this should be addressed, initially through supervision and training, and not ignored.

Phoenix Rising will not allow the bullying of staff managers/leaders or Board members.

All funding applications should take into account managerial/supervision and training costs. All Staff should have a named line-manager who will also be their supervisor.

INDUCTION

All staff will receive an induction appropriate to their role

At induction staff should receive the Employee's Handbook and all relevant policies and guidelines.

If the person has a disability then any reasonable changes to support them should be discussed and agreed

PROBATIONARY PERIOD

All staff will have a probationary period of 3 months. During that time they will receive supervision to support them in their new role. Any issues and problems will be clearly pointed out and recorded. If the probationary period is not completed satisfactorily the employee will be clearly informed why. The probationary period can be extended to 6 months in special circumstances. If the probationary period is not satisfactory then the employee will be given notice

SUPERVISION

All Staff will have a named supervisor. This should be someone who understands the importance of and practice of supervision and they should have access to training/support to carry out this role. Supervision will be given on a regular basis and at times appropriate to the role. A full time worker should receive at least 1 hour supervision per month. Other staff pro rata to their hours worked. Supervision meetings should be recorded and the notes kept in the employee's file. A sample form is at the end of this policy

Supervision should cover:

- Employee's successes
- Employee's needs to improve
- Meeting of any targets or budget requirements
- Employee's support needs
- Any training needs for the individual/organisation

- Any concerns on both sides

Any issues around disciplinary matters should be recorded accurately.

TEAM MEETINGS

Regular team meetings should take place within Phoenix Rising organisations.

SUPPORT

Staff should receive support through supervision. If extra personal support is seen as appropriate non line managerial support can be offered but the cost of this should be according to budgetary constraints

Managers/supervisors should offer appropriate support as in the Employees handbook. This could include bereavement, relationship breakdown, debilitating illness, work stress. It is the responsibility of the employee to inform their manager of these

CLINICAL SUPERVISION

Staff taking on counselling or similar roles should receive clinical supervision as prescribed through professional guidance. This should be provided by an appropriate person, who may be the manager/supervisor. If so then this should be separate to the supervision sessions. Any funding applied for to support counselling services should include a budget for clinical supervision.

TRAINING

Staff should have access to appropriate training to enhance their skills and develop their practice in order to carry out their role for the organisation. This training will only be available within budgetary constraints.

Any costs for training should be agreed by appropriate Board. Opportunities for free training should be accessed as much as possible.

If the training is mandatory for the job then this should be done in work's time. Part time workers should receive extra payment to attend

If it is not mandatory for the job then workers may be asked to attend in their own time and they have the right to refuse.

All staff working with children and young people should receive safeguarding/child protection training as in our safeguarding policies

All Staff working with vulnerable adults should receive safeguarding training as in our safeguarding policies

All staff preparing food should have food handling training and allergy training

Other mandatory training may be needed in different Phoenix Rising organisations. This should be organised by the designated manager, this would include first aid training.

Services should not close for staff training except in exceptional circumstances.

All staff should have equal access to training in relation to their job needs and hours. All training should be recorded in staff's individual file.

Staff wishing for support for qualifying courses, either financial or time, should apply to the appropriate Board through their supervisor. It is unlikely that the full costs or time requirements would be given.

We cannot support staff who wish to attend training that is not a requirement of their job role

If there are problems with a member of staff's work performance then training may be offered to help. This should be recorded.

APPRAISALS

All staff should receive an annual appraisal with their supervisor. This should be recorded. There is a sample form at the end of this policy

SALARIES

Phoenix Rising is committed to paying the living wage and no employee of Phoenix Rising will be paid less than this hourly rate. It is suggested that those on above living wage should receive the same percentage rise to maintain differentials.

All salaries should be set with reference to equivalent jobs in the local area and on site (information for this is available from the Job Centre).

Any other pay rises can take into account:

- Cost of living
- Professional agreements
- Increased level of responsibility
- Result of appraisal
- Budgetary constraints

All pay rates and rises must go through the appropriate Boards and they should take into account the situation across all employees on site.

Staff salaries are confidential information and should only be discussed in meetings under reserved business and without staff present.

All fundraising should try to include potential salary increase, if this is allowed.

NEW JOBS AND PROMOTION

All posts should be advertised either internally and/or externally. They can also be advertised locally and through the job centre

Any opportunities for promotion or extra hours should be offered to any employees with appropriate skills and knowledge.

IN OUR POLICIES:

- 'Board' refers to the Boards, committees or legal entities that govern Phoenix Rising.
- 'Manager/leader' refers to people who are in charge of various activities within Phoenix Rising. They may be paid staff or volunteer

STAFF APPRAISAL FORM

The manager and staff member should each fill in their own copy of this form in advance of the interview up to and including section G. At the interview a further copy should be fully completed and signed, that reflects the views of both parties. Both parties should have signed copies of the final outcome. The manager's copy should be kept in the employee's file.

Name……

Job title…….

A. KEY TASKS

I. What are the key tasks of the job?

II. What has been done well and how?

III. What has been problematic/difficult and why?

IV. What solutions could there be to these?

B. STAFF MEMBER'S OBJECTIVES

I. What were the key objectives for the staff member during the last 12 months?

II. Which were achieved and how?

III. Which were not achieved and why?

IV. What are the key objectives for the next 12 months?

C. ORGANISATION OBJECTIVES

I. How does the staff member contribute to the organisation's objectives?

II. What improvements can the staff member suggest for the organisation and what could their contribution be to these?

D. JOB DESCRIPTION

Are there any changes needed in the job description?

E. TRAINING AND DEVELOPMENT NEEDS

I. What are the job related training needs for the next 12 months?

II. What other job or career issues are there?

F. ATTENDANCE, ILLNESS AND TIME KEEPING

G. ANY OTHER MATTERS

H. SUMMARY OF ANY ACTIONS TO BE TAKEN, BY WHOM AND IN A TIME FRAME

Signed (line manager)……..date……

Signed (staff member)……..date……

SUPERVISION RECORD

Name……Date…….....

.

Manager/Supervisor……

Work activities:

Any actions to be taken When? Who

Any concerns/issues

Any actions to be taken When? Who?

TRAINING AND DEVELOPMENT

Actions to be taken When? Who?

Any other areas of discussion

Achievements since last supervision

EMPLOYEE FEEDBACK

How do you feel the supervision went?

Was your supervisor/manager helpful?

Date of next meeting

Signed Employee Signed Manager/supervisor

date

date