

## HR Policies, Procedures and Guidance as at November 2012

Name of document	Document ref	Latest version date
Family Friendly		
<b>Adoption - pay and leave scheme</b>	15526	Oct 09
Adoption - guidance for employees	15527	Oct 09
Adoption - guidance for managers	15525	Oct 09
Adoption – Overseas Adoptions Application Form	15531	
Adoption - UK Adoptions Application Form	15530	
<b>Maternity pay and leave scheme</b>	15522	July 12
Maternity guidance for employees	15524	Apr 09
Maternity guidance for managers	15525	Apr 09
maternity risk assessment form	15532	
Maternity risk assessment guidance	15529	
Maternity application form	15533	
<b>Additional paternity leave and pay procedure (birth/adoption)</b>	27310	Mar 11
Additional paternity leave and pay application forms (birth/adoption)	21372 27311	Mar 11 Mar 11
Paternity and maternity support leave form	12637	
Performance Management		
<b>Employee Performance Management policy</b>	12282	Sept 12
Appraisal form - Corporate	12276	Mar 11
Appraisal form – Social Care	32147	Sept 12
Appraisal form – Centrally employed teachers	32146	Sept 12
Appraisal form – CEX and CDs	30417	Sept 12
Appraisal form – Heads of Service	30418	Sept 12
Appraisal form – Third tier managers	30419	Sept 12
Appraisal self-assessment form	12277	Sept 07
One-to-one form	12280	Mar 09
	32148	Sept 12
	32149	Sept 12
Appraisal form guidance – CEX and CDs; HoS; 3rd tier	32150	Sept 12
<b>Appraisal procedure – centrally employed teachers</b>	32145	Sept 12
<b>Capability procedure</b>	13733	Dec 09
capability guidance for employees	13735	Dec 09
capability guidance for managers	13731	Dec 09
Handling capability issues due to ill-health – guidance for managers	24566	July 10
Sickness and Ill health		
<b>sickness absence policy</b>	15559	May 08
sickness absence procedure	15560	Nov 10
sickness absence - guidance for employees/quick guide to	15561	Nov 10

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reporting/key points leaflet	20814 15585	Oct 10 May 08
sickness absence - guidance for managers – quick guide	15586	
sickness absence - guidance for managers – long term	15579	Nov 10
sickness absence - guidance for managers – short term	15565	Nov 10
sickness reporting procedure	15562	Nov 10
Self-certificate form	3920	
Return to work – record of discussion form	21277	Nov 09
Occupational health referral form for managers	15645	
Sick pay scheme	22783	
Stress and well-being		
<b>Alcohol/drug addiction policy/guidance</b>	23818	Apr 10
<b>Organisational Stress Management policy</b>	31912	Aug 12
Return to work – aide memoire for managers	31915	Aug 12
Stress - service risk assessment template	31916	Aug 12
Managers' checklist – stress management competencies	31914	Aug 12
<b>Smoking policy</b>	15453	Mar 09
<b>Domestic Abuse (Staff) Policy</b>	23322	Dec 08
Domestic Abuse (Staff) Guidance for Managers	23323	Dec 08
Domestic Abuse (Staff) Guidance for Employees	23324	Dec 08
Eye test procedure	15452	Feb 11
First aiders – policy and procedure for appointment	18637	Sept 12
Working time regulations guidance	18242	Apr 09
Conduct and discipline		
<b>Disciplinary procedure</b>	15451	May 11
Disciplinary procedure - Advice for employees	15444	May 11
Disciplinary procedure - Advice for managers	15443	May 11
Investigating disciplinary incidents - guidance for managers	15445	Jan 07
Chairing a hearing – advice for managers	13734	Jan 08
Suspension – advice for employees	26811	Nov 10
Suspension – advice for workplace contacts	26810	Nov 10
Disciplinary Rules	16242	Sept 08
Code of Conduct	15446	
Social media guidance	30412	Feb 12
Equalities		
Employees with disabilities – advice for managers	15580	Mar 11
Equality in Employment Policy	15499	Sept 11
Establishment control		
EC1 – change to establishment	7151	
EC2 – new starter/change to employee	7152/17911	

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	20819/20820	
EC3 – working patterns	7153	
EC4 – notice of leaver	7154	
EC5 – recruitment	7155	
EC6 – essential car user status	29540	
Flexible Working		
<b>Flexible and mobile working – policy and procedure</b>	20889	Nov 11
<b>Flexible working scheme (flexitime)</b>	15706	Mar 09
Flexitime recording form	18732	Mar 09
Flexible working request form	12307	Apr 09
Grievances		
<b>Grievance procedure</b>	15447	Apr 09
Grievance form	15623	
grievances - guidance for employees	15449	Apr 09
Grievances - guidance for managers	15448	Apr 09
Conducting a grievance investigation – advice for managers	15447	Jan 07
<b>Whistleblowing policy and procedure</b>	15450	Sept 06
<b>Bullying and Harassment Policy</b>	15454	Mar 08
Bullying and Harassment – advice notes	15455	Jan 10
Conditions of service		
Honorarium policy and procedure - guidance	15716	Mar 08
Market supplements procedure	16232	Sept 08
Market supplement application form	16233	Sept 08
Casual, fixed term and agency staff guidance	15587	Oct 11
Overtime/additional hours/unsocial hours policy	15739	
Additional increments – guidance for managers	15725	Mar 08
<b>Leave policy</b>	15762	Sept 07
Leave - Additional leave Procedure	15463	Jan 10
Leave - annual leave procedure	15466	Dec 07
Leave - flexibility in leave guidance	16036	Mar 10
Leave - Public Holiday Procedure	15464	Sept 07
Calculating annual leave for part time employees	15763	Mar 09
Calculating public holiday entitlement	15465	Feb 08
<b>Long service award policy and procedure</b>	23392	Apr 10
<b>Job evaluation procedure</b>	15689	Nov 11
Job Sharing (advice for schools and Corporate)	15782	Aug 09
Transfer to WBC conditions policy	16176	July 08
Severe Weather guidance	26088	Nov 10
Industrial action guidance	29600	Nov 11

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Employee travel expenses and subsistence policy	22989	July 11
Learning and development		
Learning and development policy	23969	Apr 11
professional qualifications scheme - leave and payment	23970	May 10
Training Programme		Mar 12
Leavers		
Leaver checklist	15581	
<b>Discretionary compensation policy statement</b>	15744	Sept 11
Exit interview form	3647	
Recruitment		
<b>Recruitment and selection policy and procedure</b>	19873	Mar 12
Interview assessment matrix	9893	
	16057	
	16058	
Job description and person specification templates	16059	
job description/person spec - guidance on writing	16056	Aug 08
Advertisement template	18977	
Interview checklist	20535	
Shortlist decision form and guidance	9891	Sept 09
<b>Pre-employment check policy</b>	15589	Feb 12
Pre-employment checklist	20532	
Preventing illegal working guidance	28809	Aug 11
<b>CRB policy and procedure</b>	31814	Nov 12
<b>Apprentice Recruitment Procedure</b>	31762	July 12
<b>Re-employment policy</b>	16599	Dec 11
References - guidance for managers	17326	May 11
Relocation scheme	3898	Jan 08
casual employees/volunteers starter forms	7348	
<b>Volunteer Policy</b>	19596	Dec 09
<b>Work experience policy</b>	21230	Sept 09
Car allowances – advice for managers	16033	Mar 09
Induction and probation		
<b>Induction and probation policy</b>	13732	Feb 11
<b>Probation procedure</b>	13730	Dec 09
Probation guidance for employees	13740	Dec 09
Probation guidance for managers	13739	Dec 09
Probation assessment form	723	

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<b>Induction procedure</b>	31813	Aug 12
New starter checklist for managers	15009	Nov 12
Induction checklist	60338	Nov 12
New Manager's Guide	15538	Sept 07
All about you – information for new employees	15538	Oct 08