**TRIAL PERIOD REGULATIONS AT THE UNIVERSITY OF BERGEN**

**– this is how they work.**

***A professional welcome for all new employees***

All new civil servants have a 6 month trial period. This period is extremely important when it comes to forming a good basis for the employee’s future employment. A good start which incorporates adequate adaptation and a close follow-up will better equip both the employer and the employee to fulfil mutual expectations. A close follow-up in advance and when welcoming the new employee is important, and to help with this process, templates for for instance startup-meetings can be found on the faculty’s “HR-wiki”.

A minimum of two status meetings during the first six months is recommended in order to provide a good follow-up during the trial period. These meetings should be arranged for all categories of employees, and should be a conversation between the new employee and his/her immediate superior. Specific dates for these status meetings should be agreed upon in the startup-meeting. Please find enclosed a template for an invitation to such a meeting. This should be sent to the new employee one week before the meeting, at the latest. In this template you will find a basic follow-up form for preparations and an agreement regarding any issues that need to be followed up.

***How to proceed when expectations are not met***

In the trial period the civil servant can be dismissed with a 3 weeks’ notice if he/she demonstrates « *lack of suitability for the work, or lack of proficiency or reliability».* Thus, a new employee hasfar weaker employment protection than what is the case after the trial period has come to an end. In the case of a dismissal in the trial period, please pay particular attention to the following two conditions:

* During the trial period, the employee should be given feedback and the opportunity to adapt to the employer’s expectations
* The employer must be able to document that the employee has been followed up correctly

The form is first and foremost meant to aid both the employee and the employer in carrying out a good and binding follow-up, but could also be important in cases where it might be necessary to terminate the employment during the trial period or when the trial period expires.

Please find enclosed

* a template for an invitation to a follow-up meeting during the trial period
* references to laws and regulations regulating employment at UiB
* excerpts from the Civil Service Act
* excerpts from the annotations in Compendia
* excerpts from the standard text in employment contracts and covering letters for employment contracts at UiB
* excerpts from the Employee’s Handbook and from Lederhåndboken (Management’s Handbook), UiB

### UiBlogo

UNIVERSITETET I BERGEN

Det matematisk-naturvitenskapelige fakultet

Name

Welcome to the status meeting!

(mutual follow-up in the trial period)

You have now been employed here for 2/4 months and therefore we wish to welcome you to a status meeting with your immediate superior. The main focus in the meeting will be on how you perform your tasks, whether you need any training/follow-up and on whether you are content in your new job and with your new colleagues.

Please complete the enclosed form in order to prepare for the meeting. The form will also be used in the meeting and for follow-up after the meeting.

Welcome to the meeting!

Best regards

*Immediate superior*

*Department*

*The participants’ names*

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|  | **Superior’s responsibility** | | **Employee’s responsibility** | |
| **Feedback from employee** | Requires follow-up | Implemented | Requires follow-up | Implemented |
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Signatures