



Centre for Professional Practice

Practice Briefing Note 52

Title:	Employee Starter, Leaver and Transfer Process
Effective From:	28 th November 2018
Practice Note:	<p>We need to ensure that protocol is followed where we have new employees starting with us, leaving the authority or transferring to other teams. These Corporate standards need to be adhered to.</p> <p>In order to support this process a series of Checklists and Process Maps have been compiled to support Team Managers and Business Support staff, indicating what actions need to be taken together with any relevant timescales.</p> <p>This will ensure all relevant people are aware of who is starting, leaving or transferring to another team and that all relevant triggers are put in to place in a timely manner, avoiding unnecessary delays.</p> <p>Process Maps:</p> <ol style="list-style-type: none"> 1. Leavers Process Map 2. Recruitment Transfer Process Map <p>Checklists (to support the Process):</p> <ol style="list-style-type: none"> 1. New Starters Checklist for Managers – A checklist for tasks that need to be completed by Team Managers. 2. New Starters Checklist for Business Support/Pod Coordinators – A checklist for tasks which need to be completed by Business Support Staff and/or Pod Coordinators. 3. Leavers Checklist for Managers and Business Support/Pod Coordinators – A checklist for tasks that need to be completed by Team Managers, Business Support Staff and/or Pod Coordinators. <p>Please ensure that you adhere to these processes with immediate effect.</p>
Reason:	Standardise Process
Adopted at:	DMT
Authorised by:	Michael King (Interim Head of the Centre for Professional Practice)
Date:	8 th January 2019
Review Date:	8 th January 2020
Reference No:	0052/2019/CPP