

Policy Overview

- Use of the term 'Core Colleagues': where the term 'core colleagues' is used throughout this policy it is referring to those on fixed term or permanent contracts, paid monthly through an agreed salary and with non-associate/claims.
- Use of the term 'Associate Colleagues': where the term 'associate colleagues' is used throughout this policy, it is referring to associate lecturers, associate demonstrators or PEASS tutors or roles that take a similar contract/role.
- Use of the term 'Workers': where the term 'workers' is used throughout this policy, it refers to workers for the University who make claims through My View for payment (e.g. student workers). It will also include people working for the University but employed through an agency.
- Use of the term 'employment': where the term 'employment' is used it refers to employment of fixed-term and permanent colleagues.

The University of Lincoln has a responsibility to ensure that its people

training provider (if appropriate) and the individual role holder.

Colleagues on probation

For new colleagues, compliance with the request to complete mandatory training will be checked during the probationary review meetings by the line manager. If the mandatory training requirement has not been achieved by the 3-month stage, the individual should be told that a failure to complete the mandatory training may result in terminating the employment. Compliance should be checked again prior to the final probationary review and if the mandatory training requirement has still not been achieved then it may be deemed that they have not satisfied the requirements of their probation and relevant action will be taken under the dismissal procedure.

Existing colleagues

For colleagues already in post, or for colleagues where probation does not apply, failure to complete any mandatory training within the required timescale will be a breach of terms and conditions of employment. It will also be deemed to

