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2 Recruitment and Selection

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4.5.3	ESMP	Entitled to Statutory Maternity Pay	September 2009	1 plus Q&A
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4.8.2	NSAP	No Entitlement to Statutory Adoption Pay	September 2009	1 plus Q&A
4.8.3	ESAP	Entitled to Statutory Adoption Pay	September 2009	1 plus Q&A
4.8.4	ARTWE	Adoption Return to Work Early	October 2008	1

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6 Discipline and Grievance

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6.6 Grievance

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
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6.6.3	GMFIR	Grievance Meeting Further Investigations Required	April 2009	2
6.6.4	GMDE	Grievance Meeting Decision = Evidence	April 2009	1
6.6.5	GMDNE	Grievance Meeting Decision = No Evidence	April 2009	1
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7 Termination of Employment

7.1 Leavers

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7.1.2	CERR	Confirmation of Employee Resignation Reconsider	February 2009	1
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7.1.4	IEI	Invitation to Exit Interview	February 2008	1
7.1.5	RRPE	Reference Request Past Employee	February 2008	1

7.2 Retirement

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
7.2.1	RETD	Retirement Date due	September 2009	1
7.2.2	RETC	Retirement Date confirmed	September 2009	1
7.2.3	RETM	Invitation to Retirement Meeting to discuss Continued Employment	February 2008	1
7.2.4	RETMO	Retirement Meeting Outcome	February 2008	1
7.2.5	RETE	Retirement Date Extended	September 2009	1
7.2.6	RETAM	Invitation to Retirement Appeal Meeting	February 2008	1
7.2.7	RETAMOO	Retirement Appeal Meeting Outcome – Overturn Original Decision	September 2009	2
7.2.8	RETAMOU	Retirement Appeal Meeting Outcome – Uphold Previous Decision	September 2009	2

7.5 Redundancy

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
7.5.1	IARCM	Invitation to At Risk Consultation Meeting	September 2009	2
7.5.2	ARCMO&I	At Risk Consultation Meeting Outcome and Invitation to Next Meeting	September 2009	2
7.5.3	ARCRMO & I	At Risk Consultation Review Meeting Outcome and Invitation to Next Meeting	September 2009	2
7.5.4	ARCRMO&IPD	At Risk Consultation Review Meeting Outcome and Invitation to Next Meeting – Potential Dismissal	September 2009	2
7.5.5	ARFMOD	At Risk Final Meeting Outcome Dismissal	September 2009	2
7.5.6	IRAM	Invitation to Redundancy Appeal Meeting	September 2009	1
7.5.7	RAMOO	Redundancy Appeal Meeting Outcome Overturned	September 2009	2
7.5.8	RAMOU	Redundancy Appeal Meeting Outcome Upheld	September 2009	1
7.5.9	OETP	Offer of Employment Trial Period	September 2009	2



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NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
7.5.10	OEATP	Offer of Employment Accepted Position after Trial Period	September 2009	2
7.5.11	OEETP	Offer of Employment Extension to Trial Period	September 2009	1
7.5.12	TPCRA	Trial Period Complete Redundancy Still Applies	September 2009	1

8 Miscellaneous

8.12 Promotion

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
8.12.1	OEP	Offer of Employment – Promotion	February 2008	2
8.12.2	OEPM	Offer of Employment – Promotion to Management	February 2008	2

8.14 Student Placements

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
8.14.1	AFE	Application for Employment	February 2008	1
8.14.2	ISPI	Invitation to Interview	February 2008	1
8.14.3	OSP	Offer of Student Placement	February 2008	2
8.14.4	RFASP	Regret from Application	February 2008	1
8.14.5	RFISP	Regret from Interview	February 2008	1
8.14.6	SPQ	Questionnaire to College, University, etc	February 2008	1 plus form
8.14.7	SPRQ	Thank you to educational establishment for completing the questionnaire	February 2008	1

8.17 Transfers

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
8.17.1	OET	Offer of Employment – Transfer	February 2008	2
8.17.2	OETM	Offer of Employment – Transfer to Management	February 2008	2

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8.18.1	DDEIR	Due Diligence Employee Information Request from Current Employer	September 2009	3 plus form
8.18.2	TI	Transfer in – contract won	September 2009	1 plus Q&A
8.18.3	TO	Transfer out confirmation – lost contract	February 2008	1 plus Q&A

8.19 Whistle blowing

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
8.19.1	IIMW	Invitation to Investigatory Meeting related to Whistle blowing	February 2008	1
8.19.2	WOE	Whistle blowing Outcome = Evidence	February 2008	1
8.19.3	WONEFM	Whistle blowing Outcome = No Evidence False or Malicious Allegations	September 2009	1
8.19.4	WONEMC	Whistle blowing Outcome = No Evidence Matter Close	February 2008	1

8.20 Working Time Regulations

NUMBER	CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
8.20	NWMRHOME	Night Working Medical Request including Health Questionnaire & Medical Examination Forms	September 2009	1 plus form