

## KEY TOOLS AND PUBLICATIONS AVAILABLE:



## KEY POLICY AND PROCESSES YOU SHOULD MAKE YOURSELF FAMILIAR WITH:

### Report and Record Sick

Also see:

- Conduct a Welcome Back Discussion

### Holiday Entitlements

Also see:

- Maternity and Family
- Absence

### Appraise Performance

Also see:

- Developing Staff
- Training

### Maintaining Your Team

- Manage Posts and Post Holders
- Complete Post Skills Profiles
- Post Mapping

### Recruit Staff

For new joiners, also see:

- Basic Principles of working in Defence
- Starting and Their First Year

### Staff Leaving

Also see:

- VERS 2012 - 2014

PEOPLE SERVICES HAS KEY INDEXES FOR:



### USVF Supplement

Managers of UK civilian personnel stationed on USVF bases



### View Employee Claims Online

### Redeployment Pool

### Managing Staff

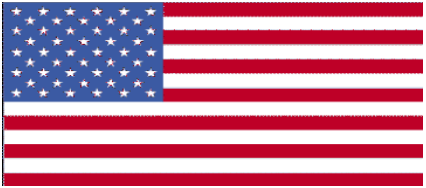
- RE - Attendance
- Managing Poor Performance

### Health, Safety & Security

- MOD Health & Safety Handbook
- The Defence Manual of Security

### Promotion, Progression and Advancement





## United States Visiting Forces

Applicable to all managers of United Kingdom (UK) civilian personnel stationed on United States Visiting Forces (USVF) bases.

Ministry of Defence (MOD) staff assigned to the USVF stations and organisations located in the UK, although tasked by the United States (US) commanders, remain employees of the MOD. For USVF managers (whether US or UK) there are certain limitations on, and differences in, your management role because the MOD remains the legal employer of the individual.

Amended procedures are therefore required concerning Recruitment, Managing Performance and Change and People Management Responsibilities. As a minimum you MUST contact your:

Business Support Team (BST) when:

- you are considering initiating Restoring Efficiency Attendance, Managing Poor Performance, or Disciplinary procedures
- a staff member gives notice to leave the MOD
- a staff member dies whilst on duty
- dealing with Extended Special Unpaid Leave; or Long-Term Sickness Absence
- requesting a Special Workplace-Related Occupational Health Surveillance or Statutory Medical; or a Health Assessment
- dealing with a Grievance or Complaint raised by a staff member arising out of their service with the MOD

USVF HR Business Partners (USVF HRBP) when:

- regrading Posts
- seeking TU Consultation
- you are about to start the Post Mapping Process

USVF HRBP or BST when:

- managing Surplus Staff
- considering Outsourcing or Insourcing Staff
- requesting a Stress Audit

**IMPORTANT:** It has been agreed between MOD and USVF that all newly appointed US military and civilian supervisors of MOD staff will attend a mandatory course that has been specifically adapted for them and covers vital aspects of managing these staff. This one day course is delivered by USVF HRBP, and it is also open to existing US managers of MOD staff who wish to improve their managing skills and knowledge. Contact your USVF HRBP to arrange a place on the course.

**If you are in doubt concerning any action you need to take, please ensure you contact your local Business Support Team.**

