



# Notice Periods

**SECTION 1           PROCEDURE**

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**1. Normal Notice Periods**

The normal notice periods are defined in the Police Staff Council Pay and Conditions of Service Handbook

**2. Actual Notice Periods**

The actual notice period to be applied to any individual will be defined in their contract of employment.

**3. Notice Periods to be Applied by the Office of the Nottinghamshire Police and Crime Commissioner**

The notice periods to be applied both by the Officer of the Nottinghamshire Police and Crime Commissioner and given by the employee for the following grades are as follows:

Staff graded A5-A1, 1 month (if less than 4 weeks service then 1 week)  
Staff graded P4-P1, 2 months (if less than 4 weeks service then 1 month)  
Staff graded M2-CO1, 3 months (if less than 4 weeks service then 1 month)

**4. Increasing Notice Periods**

The notice periods for any post may be increased prior to recruitment, beyond the levels defined in the Police Staff Council Pay and Conditions of Service Handbook and above if it performs a key function in the Organisation, and the notice period provided for, is inadequate and unreasonable, bearing in mind the likely time frame for replacement. If this is to be changed it will be decided prior to recruitment in discussions between the Personnel Team and line management.

**5. Temporary Employees**

Temporary employees will be subject to a maximum notice period of one month irrespective of the grade of the post.

**6. Probationary Periods**

During the probationary period employment can be terminated subject to a maximum of one months notice.

**7. Contracted Grade Spans More Than One of the Above Groups**

Staff whose contracted grade spans more than one of the groups defined above at paragraph 3, will be subject to the notice period that applies to their current spinal column point at the time of giving notice.

## **SECTION FOUR    LEGISLATIVE COMPLIANCE STATEMENT**

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing.