



# Enable Ireland

# PROBATION POLICY

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## 1.0 Policy Aim

The objective of Enable Ireland's Probation Policy is to monitor new staff's progress in the job in order to establish their suitability for continued employment.

## 2.0 Scope

This policy applies to all new staff commencing employment with Enable Ireland.

## 3.0 Introduction

The probationary period extends the recruitment and selection process by establishing a specified time period for evaluating new staff members performance, attitude and behaviour.

Enable Ireland staff are required to complete a six month probationary period during which performance, attitude and behaviour will be reviewed and monitored on an ongoing basis to determine suitability for continued or permanent employment. Shorter probationary timeframes will prevail for temporary/fixed term contracts, in accordance with duration of each contract.

The competencies required to deliver the job are highlighted in the person specification and these competencies will be monitored during this process. The job description will also assist in this process by providing the range of duties expected to be undertaken.

Confirmation of an appointment as a permanent staff member or continuing employment is subject to the successful completion of the probation period. During the probationary period the contract may be terminated by either party in accordance with the Minimum Notice and Terms of Employment Act, 1973 - 2001.

The termination of employment during the probationary period is at the discretion of Enable Ireland. The terms of Enable Ireland's Disciplinary Policy do not generally apply to such termination.

## 4.0 Managing the Probationary Period

At all times, the line manager and the staff member will work together to set targets and to ensure that any necessary training is facilitated.

**All formal meetings must be recorded on the probationary review form attached and signed by both the staff member and the Line Manager.**

The line manager will carry out a minimum of three formal review meetings with the staff member during the six month probationary period. These dates will be fixed at the outset of the probationary process. The review meetings take place:

- within the first month of the staff member commencing employment,
- by the end of the third month,
- one week before the end of the sixth month.

In the case of temporary/ fixed term contracts, the dates of the three review meetings will be scheduled at the commencement of employment.

## 5.0 Review Meetings

The objective of the review meeting is to provide feedback on performance to the staff member and to assist them to reach the required standard where it has not been achieved. The line manager will advise the staff member of their achievements and areas for improvement during the formal review meetings.

At the formal review meetings the line manager will complete the relevant section of the probationary form. In addition, the manager will formally document in detail any additional review meetings that may be required, the actions for follow-up and specific training that was agreed during the discussion. This must then be co-signed as agreed with the staff. The signed copy must be provided to the staff for their record.

In circumstances, where it is evident that the staff member is unsuitable during the probationary period, (their employment may be terminated at any stage during the probationary period for any or no reason at the discretion of Enable Ireland. The staff member must be made aware and they must fully understand that failure to achieve the required standard will result in their employment being terminated. **The Line Manager is obliged to seek early advice from the Human Resources department if they are concerned about the staff members performance during their probationary period. This needs to be done once such concerns are evident.**

The line manager will carry out the final review on the pre-arranged date in the probationary period and will advise the staff member of the outcome as per the template form at Appendix 2. Prior to the final review meeting, the line manager will ensure that they are in receipt of all relevant documents from previous formal review meetings.

## **6.0 Probationary Decision**

At the end of the probationary period, a meeting will be held to confirm the appointment. Where the staff member has not established their suitability they will be given notice that their employment will be terminated before or at the expiry of the probationary period. The contract of employment may provide that the probationary period may be extended in exceptional circumstances and for statutory leave, in order to support them and allow for necessary improvement in work performance due to mitigating circumstances. However, this will only be applied in exceptional circumstances and for a maximum of three months only unless otherwise directed by Enable Ireland's HR Manager.

A decision must be authorised by Enable Ireland's Human Resources Department to extend the probationary period or to terminate employment.

Whilst extension of the probation period or termination of employment is at the discretion of Enable Ireland, the reviewing manager must at all times, follow the prescribed process outlined in the Probation Policy. Where the policy has not been adhered to, the staff member may raise a grievance under the Enable Ireland Grievance Policy, outlining the details of the breach.

## **7.0 Appeal**

Operation of this policy is characterised by fair procedures. A recommendation to extend the probationary period or to terminate the employment may be the subject of an appeal process. When a staff member, in the course of the probation process, wishes to appeal a recommendation made by their manager, he may do so in writing within five (5) working days of issue of the recommendation. The letter of appeal should set out the grounds for the appeal. In the case of a recommendation to terminate the employment, the purpose of an appeal hearing is to ensure that compliance with the Probation Policy has taken place, rather than to substitute a line manager's decision regarding the suitability or otherwise of the individual for the post.



## Appendix 1: Probation Review Form

Staff Details	
Staff Name:	Staff Number:
Job Title:	Start Date:
Department:	Probation Expiry Date:
Location:	Review Meeting Date:

To be completed and signed by the line manager and staff. Any additional documentation is to be attached to the probationary form.

Key Areas	Yes / No	Further Action and review date if necessary
1. Has the staff member met the requirements of the job description to date?		
2. Has a full local induction been completed?		
3. Has the staff member received and read the staff handbook?		
4. Has adequate 'on the job' training been provided to carry out key tasks? If 'no' please outline areas for completion.		
5. Has staff member demonstrated behaviours and attitudes in line with Enable Ireland's vision and values?		
6. Are there any concerns that exist regarding behaviour or attitude which are not in line with Enable Ireland's vision and values? If 'Yes' please provide details.		
7. If applicable, have any required actions/ behaviours highlighted been met? Please provide details.		

8. If any concerns were raised to date, have these been addressed and improved? Please provide details.		
9. Is any further training required? If 'yes' please outline areas requiring training		
10. Is the staff member's attendance satisfactory? Total days absent from work to date		
11. Is the staff member's timekeeping satisfactory?		
<b>Has the staff members overall performance and progress achieved a satisfactory standard in the areas below? Please circle</b>		
Attitude in line with Enable Ireland's vision and values (Yes/No)	Communication (Yes/No)	
Team Work (Yes/No)	Deadlines (Yes/No)	
Task Performance (Yes/No)		
<b>Any other comments regarding positive or negative experiences during the probation period:</b>		

**I confirm that the above notes represent an accurate record of the issues discussed and the actions undertaken / recommended during the probation meeting / review.**

**Line Manager Name** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This completed form must be securely held by the Line Manager. Following the final probation meeting, the Line Manager is required to send a copy of the Recommendation Form (Appendix 2) within three (3) days of completion to a named person in the HR Department.*



## Appendix 2: Recommendation Form

Staff Details	
Staff Name:	Staff Number:
Job Title:	Start Date:
Department:	Location:

I confirm that the notes taken during the process represent an accurate record of the issues discussed and the actions undertaken or recommended during the probationary period.

I confirm that three (3) probation meetings have taken place on the following dates:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

***Having completed the probation process, please tick the relevant option below; my recommendation is:***

1. That the appointment is to be confirmed
2. That the appointment is to be terminated
3. That the probation period is to be extended until

\_\_\_\_\_ [Insert date – max 3 months] during which time evidence of improvement needs to be established in order to avoid termination of employment. Please insert improvements in the following areas:

- 1.
- 2.
- 3.

**In the case of recommendation for a probation extension or termination of appointment, a decision will be made by the Human Resources Manager/Director and communicated formally to the staff member in addition to this form**

<b>Line Manager Signature:</b>	_____	<b>Date:</b>	_____
<b>Staff Member's Signature:</b>	_____	<b>Date:</b>	_____
<b>NSF Member Signature:</b>	_____	<b>Date:</b>	_____
<b>HR Department Signature:</b>	_____	<b>Date:</b>	_____

*The Line Manager who completed this form is required to give a copy to the staff member and submit a copy of same to their local administrator on the date of completion.*

*The local administrator is required to securely file in the local office and forward a copy to the HR Department designated administrator within three (3) days of completion.*