

AA007 Probationary Period Policy



Probationary Period Policy

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1. Introduction

The Probationary Period is a crucial time of a staff member's employment and will be monitored closely from an attendance, performance and conduct perspective, to ensure that the line manager is satisfied that the individual meets Brídhaven's expectations.

Probationary Period Reviews during this time will usually take place monthly and at the end of the Probationary Period. However, additional Probationary Period Reviews may take place if and when the new staff member falls below Brídhaven's expectation in relation to attendance, performance and/or conduct.

Any new employee will have a learning curve to meet in terms of performance when they begin their new role. Employees are expected to be proactive in meeting Brídhaven's performance criteria. In addition, new employees are expected to achieve 100% attendance where possible and conduct themselves at all times in accordance with Brídhaven's Code of Conduct and Disciplinary Policies.

The guidelines below provide parameters in which new employees will be managed during their Probationary Period to ensure consistency.

2. Attendance

During a Probationary Period, new employee's attendance will be closely monitored in accordance with the Attendance Policy but the series of warnings set out in the Attendance Policy will not usually apply. Instead, if an Employee is absent during their Probationary Period this will usually lead to a counselling and the Employees Probationary Period will be extended by three months from the date of the normal ending of their probation. If an Employee is absent for a second period during their Probationary Period, they will usually be invited to a formal meeting and the normal outcome would be dismissal, unless there are extenuating circumstances.

If an Employee satisfactorily completes the Probationary Period but has been counselled during this time, this will remain on their Attendance Record for a period of three months from the date of the last attendance violation of the Attendance Policy.

3. Performance

During a new employee's Probationary Period, their performance will be managed in line with meeting the critical areas of the required competencies of the role: Document issued at the commencement of employment.

Resident Safety: Once training has been given in the critical areas of the required competencies; performance falling below the required standard resulting in a breach of Health & Safety and/or compromising the safety of our Residents, the employee will be invited to a formal meeting and the normal outcome will be dismissal.

For performance issues which do not compromise the safety of our Residents, this will normally lead to an invite to a Performance Improvement Meeting with a probable outcome of a First and Final Warning and an extension of the Probationary Period by three months from the date of the normal ending of their probation.

4. Conduct

If an Employee commits an act of misconduct during their Probationary Period, the incident will be investigated in the usual manner. If this is then progressed to a disciplinary hearing, the normal outcome will be dismissal.

If there are extenuating circumstances, and a warning is issued, the Probationary Period will be extended by three months from the date of the normal ending of their probation.

If there is a case of Gross Misconduct, the new employee will be dismissed.

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5. Document Revision Record:

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