



**Probation Review Regulations for Administrative,  
Technical and Support Staff of  
Trinity College Dublin**

Procedure No:

Sheet of: 1 of 2

Date of Issue:

### **1. PURPOSE**

The probation period is an essential part of the recruitment and selection process setting a defined period of time during which the suitability of employment is assessed by the Line Manager and the employee.

### **2. SCOPE**

These regulations inform staff of the procedures that need to be followed to manage performance effectively. This document covers all non-academic grades such as administrative, technical, facilities and all other support staff.

### **3. ELIGIBILITY**

This policy is applicable to all new employees, in administrative and support areas,<sup>1</sup> and employees successful in promotion competitions within the University where a change in grade is involved.<sup>2</sup>

### **4. DURATION**

The College's standard probation period is 12 months.

Where the contract is for a fixed period of less than 12 months, probation reviews should still be completed with the staff member, since if contracts are subsequently extended or renewed, all employment service at that grade will count towards the 12 month probationary period i.e. all contracts, even short-term contract(s) will contribute to the completion of the probation period.

The probationary period should not exceed 12 months.

### **5. OPERATION OF THE PROBATIONARY PROCEDURE**

It is the Line Manager's responsibility to ensure the staff member is inducted locally and given the relevant information necessary to enable him/her to commence work. Consequently, the Line Manager should arrange an appointment with the staff member during their first week (but ideally on their first day) of employment at the University.

The Line Manager is required to complete at least two reviews - an Initial Review and Final Review. The Initial Review should be completed within the first 4 months of

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<sup>1</sup> There is a separate policy for Academic staff

<sup>2</sup> Secretary to Executive Officer **or** Administrative Officer – Further probation 1 year required  
Executive Officer **to** Senior Executive Officer 1 or 2 – No further probation required  
Executive Officer/Senior Executive Officer 1 or 2 **to** Administrative Officer – Further probation of 1 year required

employment, the Final Review completed within 9 months of commencement of employment. If performance is not to the required standard additional probationary review meetings may be required at various intervals during the probationary period.

Following the review meeting the Probation Review Form should be completed and signed by both parties. Both parties will retain a copy of the review. The Line Manager should forward the **signed** review form to the Staff Office within 5 working days of the review meeting. Completed review forms will be filed on the staff member's personnel file in the Staff Office.

The employee's final review form will include a record of any actions and one of three possible recommendations:

- a) Confirmation of appointment
- b) Extension of Probation
- c) Termination of appointment

## **6. CONFIRMATION OF APPOINTMENT**

The Line Manager has the responsibility of confirming the appointment and will write to the staff member formally at the end of the probationary period noting the outcome of their probation and confirming their appointment to the University. The Line Manager must send one copy of the letter to the Staff Office for personal records.

## **7. EXTENSION OF THE PROBATION PERIOD**

Exceptionally, the College reserves the right to extend the probation period where it has not been possible to adequately assess the employee's performance, for such reasons as:

- Sick Leave;
- Protective leave i.e. Maternity leave, Parental leave, Carers leave, Adoptive leave.

Any extension of the probation period should not exceed the greater of six months or the duration of the absence. During the last month of the extended period, the Line Manager and the staff member will have a formal review and the line manager will make one of three possible recommendations outlined at 5 above.

## **8. TERMINATING THE APPOINTMENT**

Where a new employee fails to achieve the expected standards of performance for their grade/post, this shall result in their appointment being terminated on providing the appropriate notice.

**The services of the Staff Office are available to management and staff to clarify any issues in relation to the operation of this policy and provide any necessary support.**

**This policy is subject to operational review. The policy should be used in conjunction with the 'Guidelines on the Probation Review Regulations for Administrative and Support Staff of Trinity College Dublin'.**