



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Probation Policy

January 2023

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Introduction

The Central Bank of Ireland (the Central Bank) recognises the importance of supporting employees' integration and development when they first join our organisation and when they are promoted into a new role. In these cases, a probationary period is applied to provide such support and structured engagement with their line manager as they settle into their new role. This is intended to be a positive, collaborative process to support:

- the employee integrate into the role, team and broader organisation;
- a fair assessment of their performance, behaviours and overall suitability for the role; and
- confirmation of their suitability for continued employment or, in the case of promotion, continued placement in the role/ level to which they were promoted.

Purpose

This policy provides information and guidance on the processes to be followed by both employees and line managers during the probationary period.

Scope

This policy applies to all employees both on joining the organisation and on promotion.

Policy Statement

1. Probationary Period - Process

Duration of the Probationary Period

- The applicable probationary period is outlined in all employment contracts in the Central Bank.
- In the main, a probationary period of six months will apply to all employees on joining or being promoted in the Central Bank;
- A shorter probationary period will apply for employees appointed to short-/fixed-term contracts as outlined below:

Contract Duration	Probationary Period Duration
≤6 month duration	2 month probationary period
>6 but < 12 month duration	3 month probationary period
≥ 12 month duration	6 month probationary period

- In certain circumstances the probationary period may be extended to a maximum of ten months in total. Any extensions are at the discretion of the Bank; and
- Probation extensions will apply to short-term contracts on an exceptional basis only and are also at the discretion of the Bank.

During Probation

- The line manager will conduct scheduled review meetings to discuss performance and progress in the role. These meetings should also be used to set/ discuss objectives, provide continuous feedback and coaching, and to discuss any learning and development needs that are identified;
- It is recommended, insofar as possible, that these review meetings be held in person;
- The line manager will provide a fair and objective assessment of performance and record this in the relevant ‘Probation Progress Reports’ in a timely manner - this report must be signed-off by divisional leadership and a copy provided to the employee for sign-off;

- It is the responsibility of the line manager/ divisional leadership to ensure meetings are held and probation reports are returned
- Employees must have successfully completed their probationary period in order to be eligible for internal transfer and/or promotion.

Dealing with underperformance during probation

- Where performance is below expected standard, or there are other issues of concern (e.g. behavioural), employees will be advised by their line manager at the earliest possible stage - specific examples to illustrate the concerns should be provided to the employee;
- The Line manager will provide ongoing feedback and reasonable support to help colleagues reach the expected standard of performance;
- Line Managers are advised to contact the HR Advisory Team (hradvisory@centralbank.ie), their People Business Partner or HR Support to discuss any concerns at the earliest possible stage and to receive the appropriate guidance and support; and
- The Central Bank reserves the right to revert colleagues who have been promoted, and whose performance is below expected standard, to their previous grade at any stage during the probationary period subject to one week's notice.

End of Probation

- The line manager will make a recommendation prior to the end of the probationary period on:
 - Whether the individual has met the expected standard of performance during probation (in line with objectives established during the probationary period) and will be offered continued employment; or
 - Whether the probationary period should be extended; or
 - Whether the individual has not met the expected standard of performance during probation. This could ultimately lead to the termination of their employment contract or reversion to a previous grade in situations where employees have been promoted.

2. Probationary Period - Possible outcomes

Expected standard of performance met during probation

Where the final progress report recommends continued employment HR Support will issue a letter to employees confirming that they have successfully completed their probationary period.

Extension of Probationary Period

- The Bank reserves the right to extend the probationary period to a maximum of ten months where it is appropriate to do so;
- This will not automatically apply in every case and HR Advisory will be required to confirm that it is merited given the specific circumstances;
- Where extension of probationary period is recommended the employee will be advised in writing by HR Support, following consultation with the line manager, including the reasons for the extension, the period of extension during which any concerns must be addressed and the consequences of failing to do so (which could include non-continuance of employment).

Treatment of Leave

- Where a period of protected leave (e.g. Maternity Leave) arises during the probationary period, probation will be temporarily paused for the duration of the protected leave period and resume when the employee returns to work; and
- The probationary process may also be paused where it has not been possible to fully assess performance due to significant or frequent absence.

Termination of Employment

Where the final progress report recommends termination of employment, an employee will be provided with at least one week's notice per their contract of employment and the following process will apply:

- They will be formally invited to an 'Outcome Meeting' and will be granted the right to be accompanied by a work colleague or recognised Union representative at this;

- Their line manager, or divisional leadership representative, and a representative from HRD will conduct the meeting;
- During this they will be advised of the recommendation, and supporting rationale, and have the opportunity to respond to the issue(s) raised in the probationary reports;
- Following this meeting the line manager, or divisional management representative, will consider all information and the final decision confirmed in writing to the employee;
- Should the decision be to terminate employment the employee they will have the right to appeal this decision to the Head of Employee Relations. This appeal should be made in writing within three working days of receipt of notice of probation outcome
- The Head of Employee Relations will nominate an internal appeals panel; and
- The Bank reserves the right to provide payment in lieu of the relevant notice period on termination of employment.

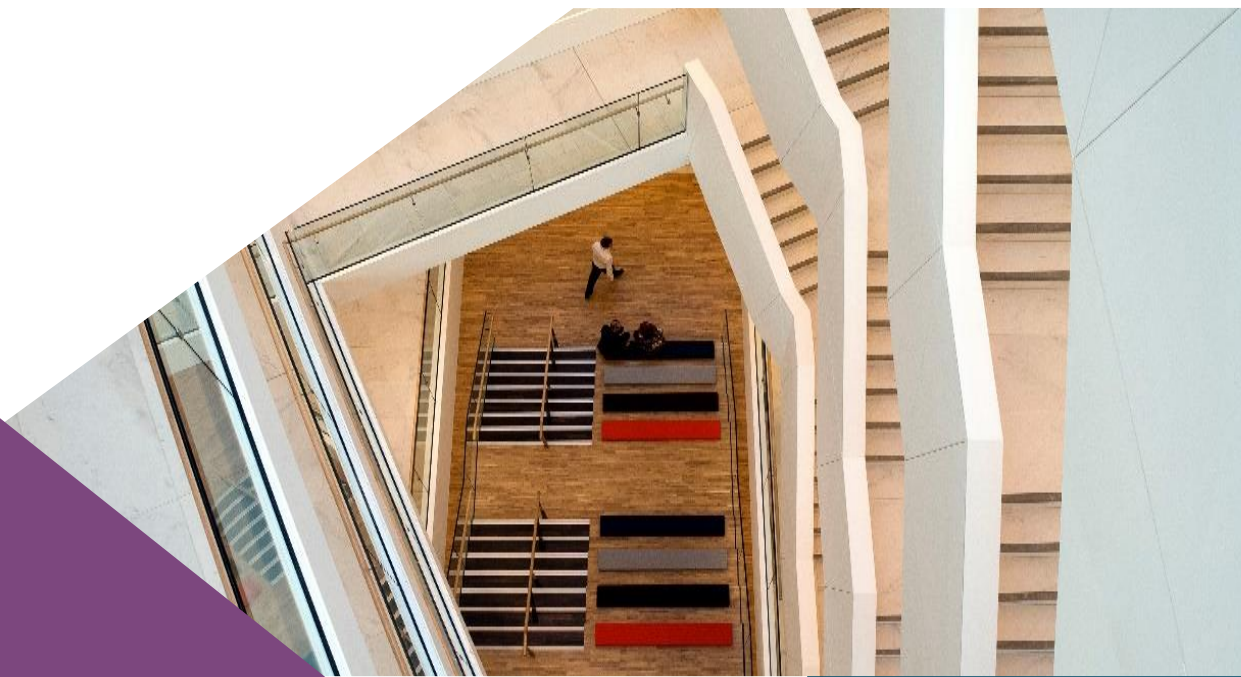
Reverting to Previous Grade following Promotion

On receipt of the final progress report not recommending the person for the new role, the following process will apply:

- The employee will receive a formal invite to a meeting and will be entitled to be accompanied by a work colleague or recognised Union representative at this;
- The employee's line manager, or divisional leadership representative, and a representative from HRD will conduct the meeting;
- During this they will be advised of the recommendation, and supporting rationale, and have the opportunity to respond to the issue(s) raised in the probationary reports;
- Following this meeting the line manager, or divisional management representative, will consider all information and the final decision will be confirmed in writing to the employee;
- Should the decision be to return the employee to their previous grade, they will have the right to appeal to the Head of Employee Relations. Any such appeal should be

made in writing within three working days of receipt of notice of probation outcome. The Head of Employee Relations will nominate an appeals panel;

- The nature of the position to which the employee reverts, and the effective date, will be determined by their line manager in consultation with divisional management. In the event that their previous role has been filled the line manager will be responsible for sourcing a suitable alternate role or supporting the employee in securing a suitable alternate role;
- They will be retained within their current team until such time as a suitable replacement role has been secured. The line Manager should discuss this in advance with the relevant People Business Partner; and
- The line manager must ensure HR Support are advised of any changes to the employee's role title, grade, salary, effective date etc. and they in turn will then issue a letter to the employee informing them of these contractual changes .



T: +353 (0)1 224 5800
E: publications@centralbank.ie
www.centralbank.ie



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