

Trial & Training period - Purpose, Rights and Responsibilities

We want to give both new members as well as the rest of the community a chance to talk, to get to know each other and to have a real experience of how it is to work and live together - before choosing.

This is why we have decided to have a trial and training period of 6 months for new members of staff (as well as for new residents), before either party make a decision if the new member of staff will stay in the community.

There are three main reasons for this procedure.

First there is a lot of things to learn when starting as a new responsible either the houses or the workshops.

It always takes time to finding your way around, getting to know the routines and get a chance to settle in and feel comfortable.

It takes a lot of time and energy to get to know the residents and their special needs and ways of doing things, and to get to know the other responsible and volunteers working here, to talk with them and listen to their experiences. To give time to this is essential to building good relationships.

Second of all, being part of the decision making of Estia is part of the job.

In Estia there is no official leader or director. This means a great deal of freedom and influence on the development of the community, but also a great responsibility.

The staff meetings deal with the day-to-day running and planning, as well as more long term decisions in cooperation with the office staff, the administrative committee and the chairman of the board of our foundation.

The decisions that need to be taken can be many different things. It can be all from planning holidays, excursions and workshops, to decide to accept new residents, members of staff or volunteers, or to deal with the sometimes difficult matters as conflicts and economic priorities.

Depending on the decisions this can be hard work and take much energy, as well as extra work reading and writing suggestions or having extraordinary meetings.

Third of all, to move into a community is a big decision - that takes time.

As a new member of staff, you will need the time to let all these new experiences sink in, as well as the time to decide if this is a community you would enjoy being part of for a longer time.

Also the rest of the staff needs time to evaluate how it would be to work and live together with the new member of staff.

Rights, tasks and responsibilities during the trial and training period

1-3 months

The new member of staff is focusing primarily in either the house or the workshop - depending on which role he/she is applying for.

3-6 months

In this period the new member should start participating - as an observer - in the other big part of the job, the decision making of Estia.

	Before trial period (volunteer)	Trial period 1.-3. month	Trial period 4.-6. months	After trial period
Notes	<p>Before starting a trial period, the person has to work min. 1 month as a volunteer in Estia.</p> <p>This to give both the new person and the community an impression, before deciding to start a trial period.</p>	<p>The first three months of the trial period, the person should focus to get to know the people, the staff and volunteers, and the work in the house (or workshop or maintenance)</p>	<p>After three months of the trial period, the person should be able to know his or her way around the house/ workshop/ maintenance. Start participating in all the other tasks that is also part of being a permanent responsible. Incl. being part of the decision making as an observer.</p>	<p>If accepted as a full member of the staff the person will have all the same rights, responsibilities and task as the other responsible of Estia.</p> <p>Legal responsible for the residents.</p> <p>Accountable to the administrative committee and the chief of board.</p>
Rights, responsibilities and tasks				
Work with the people - in houses/ workshops/ activities	<p>Is trained by the responsible.</p> <p>Should not work alone with the people without a responsible.</p>	Same as volunteers	Can work alone with the people sometimes, with some other responsible close by to help in case of emergency.	Can work alone.

Medicine	Can give medicine, when trained.	The same	Is trained to prepare medicine.	Prepare medicine. Train people in giving medicine.
House economy (or workshop or maintenance)	No responsibility	Will be trained cooperation with co-responsible.	Will do the economy in cooperation with co-responsible	Will do the economy in cooperation with co-responsible (or alone for Workshop + maintenance)
Responsibility for contact to family, doctors, authorities etc.	No	Will have contact with parents.	Will have contact with parents	Co-responsible for all contact (house responsible only).
Meetings Obligatory	Weekly: Volunteer meeting House meeting When needed: Workshop meeting	The same as volunteers	The same as volunteers	All meetings. Co-responsible for finding solutions and taking decisions.
Wednesday Meetings (Staff)	Can ask to join the weekly staff meeting to discuss specific issues.	The same as volunteers.	Participate in the staff meetings as an observer. There might be some issues where the new persons will be asked to leave.	All meetings. Co-responsible for finding solutions and taking decisions.
Evaluations	Talks when needed with the house responsible and the volunteer coordinator.	First evaluation - after 1 month - how it is going? Second evaluation - after 3 months - How does think it is going? - What is good/ difficult/ needs to be improved? 1. The new persons input 2. The staff and co-responsible	Third evaluation - after 5 months - does the new person wants to become a full responsible member? - does the community wants the new person to become a new full responsible member?	Running evaluations

Salary	1. month: food and accommodation (approx. 400 euro) After 1. month: +120 euro/month + IKA (Health insurance)	300 euro/month + food and accommodation (approx. 400 euro) + IKA (Health insurance)	400 euro/month + food and accommodation (approx. 400 euro) + IKA (Health insurance)	600 euro/month + food and accommodation (approx. 400 euro) + IKA (Health insurance)
Contract	Volunteers agreement + After 1 month: Time specific contract.	6 month trial period contract.	The same 6 month contract with a raise in the salary.	One year contracts.
Repo (Days off)	2 days/week Planned according to the needs of the community.	2 days/week On the same days as the co-responsible of the house (or workshop or maintenance)	2 days/week Planned according to the needs of the community.	2 days/week Planned according to the needs of the community.
Holidays	2 days/month + national holidays. Holidays are asked and planned according to the needs of the community.	The same as volunteers.	The same as volunteers.	36 days/year Holidays are asked and planned according to the needs of the community.