



# HR Staff Performance and Review Procedures

## 1. Policy Reference

- 1.1 Staff performance and review policy

## 2. Relevant Documentation

- 2.1 Staff handbook
- 2.2 Position Descriptions
- 2.3 Performance Review Record
- 2.4 Employee Confidential Records

## 3. Procedure

The Coordinator is to schedule the review and notify all parties of the schedule. The Employee Performance Review Form is to be completed by the employee and forwarded to the Coordinator one week prior to the review. The review interview will be documented and signed by all parties present. Documented recommendations to the Board of Management are to be included. Identified development needs will be included in the organisation professional development plan.

### 3.1 Timing of Performance Reviews

#### New Employees:

1. Prior to completion of a three-month probationary period. This initial period is for both the employer and employee to become better acquainted and determine if there is a match between the person and the job. The employee's performance will be evaluated more frequently during this period. The period may be lengthened if the employer feels more time is necessary to evaluate the employee.
2. At the nine month point of contract term.

#### Existing Employees:

1. At the nine month point of contract term.

### 3.2 Frequency of reviews

Performance reviews will be conducted annually and will be completed by 30 March of each calendar year. This will enable the Board of Management to consider recommendations prior to contract renewal on commencement of the new financial year.

### 3.3 Content of Reviews

Reviews should include agreed aims and goals for future, measurement of achievement against position description, a self-assessment and negotiated alterations to position description. (See performance self-assessment and interview record form)

### 3.3 Outcomes of reviews

#### 3.3.1 No corrective action required

### **New employees:**

Probationary review: Employees will become eligible for certain benefits upon successful completion of this initial trial.

### **Existing employees:**

On successful completion and outcome of the performance review, the Board of Management will be notified. Recommendations may include a salary incrimination to the next level or an alternate recognition if this is not possible due to award capping.

#### **3.3.2 Corrective Action Required:**

Any skill gaps or areas of concern are to be identified and documented at this time with an action plan developed to address these areas or concerns. The plan will be developed in consultation with the employee and will include identified time lines for completion of negotiated activities. The action plan will be signed by all parties. The Coordinator will monitor the completion of the action plan and report the outcomes to the Board of Management.

### **3.4 Delegation**

The Board of Management is responsible for overseeing the Performance Review program and conducting the Coordinator's Performance review.

### **3.5 Coordinator Performance Review**

The Coorong District Council is responsible for scheduling and conducting the performance review for the Coordinator. This will be completed by 30 March each calendar year. The performance review will be conducted by two members of the Board of Management, determined by the Board of Management.

### **3.6 Appeals**

The employee has a right to appeal the evaluation or assessment if they believe the process was flawed or they have been treated unfairly. They should speak to the Coordinator in the first instance who will inform them that they have the option of reviewing the evaluation with a different Board Member. If they agree to do this then the first interview form becomes obsolete and a new one is completed. The new form negates the previous.

If this method is not acceptable to both parties then either party can ask for the dispute to be heard by the Appeal Panel. The Appeal Panel comprises:

- An Independent Chairperson
- Two Board Members who did not conduct the original performance review

### **3.7 Service Contractors**

Contractors who provide services to Taillem Bend Community Centre Inc will operate within the performance management framework. Performance will be evaluated against contract outcomes and evaluation of performance will be conducted on a regular basis as part of reporting requirements. The required outcomes and reporting requirements will be identified in the service contract negotiated prior to commencement of service delivery.

### 3.8 Salary Review

In accordance with the relevant Award, satisfactory performance within the job role is required in order to qualify for a wage increase. The mechanism used to evidence this will be the outcome of the performance review. Salaries will be reviewed annually and incrimination of an increase in salary commensurate with the award, job description and performance will occur at commencement of the new financial year.

## 4. References

### 4.1 Sample Procedure – CANH

<b>Date first formulated</b>	February 2008	
<b>Dates approved by Board</b>	V1	14/02/08
	V2	June 2016
<b>Next Review Date</b>	June 2019	
<b>Related Documents</b>		
<b>Legislation</b>		
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Lorraine Cresp		
<b>Position held:</b> Chairperson		<b>Signature:</b> 

