

## **POLICY STATEMENT ON STAFF PERFORMANCE APPRAISAL**

The St Pius X OSHC Service aims to provide a high quality service by creating a positive working environment in which all staff are confirmed as valued members of the team, where opportunities are created for growth and development and where honest, two way feedback is accepted as the norm. Performance development is undertaken to acknowledge past accomplishments, clarify current aims and forecast future directions for staff and the OSHC service. This policy provides a framework for achieving this through staff appraisal and work performance counselling systems.

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

1. Staff appraisal system - the Service will operate with a staff appraisal system involving all staff.
2. Any staff appraisal system adopted by the Service must:
  - 2.1 provide for two way feedback on work performance and job satisfaction
  - 2.2 clearly state the expectations of each position, based on the job description
  - 2.3 use self evaluation as the central tool for assessing performance
  - 2.4 have a positive focus geared to improving future performance
  - 2.5 be based on a process of ongoing constructive feedback and guidance
  - 2.6 involve a one-on-one meeting between each employee and the Director (or principal for the Director's appraisal) each year or every two years. For new employees it may be more regular – possibly at 6 and then 12 months.
  - 2.7 identify individual staff training needs and career development goals
  - 2.8 include an agreed action plan as a result of the meeting, to be written and signed by both parties and implemented over the next year.
3. Staff and management will feedback on the staff appraisal system at least every two years, to improve it or to move to a better system.
4. Work performance counselling -- some employees may experience difficulties in performing their work to the minimum standards required by the Service. In these situations, the Director (and/or Principal) may choose to provide work performance counselling. This is additional to the Performance appraisal system.
5. The purpose of work performance counselling is to give extra support and guidance to staff to help them to meet the minimum required standards, and to assess the staff member's progress towards those standards.
6. The counselling should accord with the following principles.
  - 6.1 Use informal discussion initially, moving to formal counselling if the staff member's performance does not adequately improve within a reasonable period of time.
  - 6.2 Record formal procedures.
  - 6.3 Identify the problem areas.

- 6.4 Develop and implement an agreed action plan that includes training, guidance and support for the staff member.
- 6.5 Review progress - up to 3 periods of review no more than 3 months each, within any 24 months period.
- 6.6 Maintain confidentiality.
7. A staff member who does not reach and maintain the required standards for her/his position after 3 review periods within a 24 months period may be dismissed for poor work performance.
8. Any decision to dismiss a staff member will be taken by the management body with full information from the director/principal who conducted the work performance counselling, and any information the staff member wishes to provide.
9. A staff member who is receiving work performance counselling has the right to a union representative or other support person present at any counselling sessions.
10. A staff member may appeal against any decision taken by the director or principal by using the grievance procedures.