HR06: Performance and Probation

Policy Title	Performance and Probation	**Policy Number**	HR06
Status	Endorsed	**Category**	Human Resource
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Version	2		

Background

This policy and procedure is designed to ensure that employee performance and development reviews are conducted in an effective and consistent manner. A successful employee performance development review process will assist the Belyuen Community Government Council (the Council) meets it vision, values and strategic focus by enabling employees to be engaged and motivated**.**

Performance and development reviews provide a framework for employees to set performance objectives which are meaningful in their current role, contribute to career goals, and align to the Council's strategic direction.

The Council recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining employees and developing each employee's potential.

Application

This policy and procedure applies to all Local Government employees with the exception of:

- the Chief Executive Officer, and
- temporary and casual employees that are engaged for less than a year.

Commitment

The Council is committed to conducting performance reviews in a fair and consistent manner. Employees and their line manager will develop a performance plan consisting of performance objectives (related to overall business objectives), performance standards, and a development plan to ensure the employee has the skills and knowledge to meet the specified objectives.

Each employee will be appraised on a bi-annual basis to discuss performance objectives and development plans with their immediate line manager.

The Council will commit to ensuring that line managers are equipped to undertake the performance and development review process.

Performance and development review procedure

Probationary Period

All new employees are required to complete a period of probationary employment to assess the

suitability of new employees before ongoing employment is confirmed.

New employees of the Council will be employed for a probationary period of up to a maximum of six (6) months

The Council will assess an employee's performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period.

Where the employee's performance and/or conduct does not meet the standard required for the job, the Council may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

Frequency of employee performance and development reviews

Employee performance and development reviews will be conducted annually within a month of the anniversary of the employee's commencement. In certain circumstances such as prolonged higher duties arrangements and periods of leave, the annual review date will be deferred with the approval of the CEO and the employee.

Objective setting and review

New employees, or employees who have changed roles or had significant changes made to their duties and responsibilities, will have their initial performance development and review discussion and agree to performance objectives within the first three months of their appointment.

This will provide the employee with clarity about the organisational objectives and how their performance can contribute to achieving these objectives.

Performance objectives will provide the Council with an opportunity to:

- formally set the expectations, requirements and objectives of the role
- outline the overall business and strategic objectives of the Council, function and role
- provide specific role or project aims and milestones, and
- establish a training and development program.

Performance objectives will be developed using the **SMART** model outlined below.

Specific – clearly defined and understood by the employee and the line manager.

Measureable – able to be measured in terms of progress or achievement, so the employee and line manager can identify to what extent the objective has been achieved at the mid-year and annual reviews.

Attainable –the employee and line manager are of the view the performance objective is achievable.

Relevant – related to the position description, the employee's role and broader team, and aligned to organisational objectives.

Time bound – a timeframe needs to be agreed and documented when setting objectives.

The employee and their line manager must agree to the performance objectives and measures, and identify any training and development required.

Position descriptions

Position descriptions are a key reference when formulating performance objectives. As part of the performance review process the Council will review the position description to ensure that is accurately reflects the employee's role and responsibilities.

Annual review meetings

Employee performance and development reviews will be conducted in a confidential manner. Employees will be given at least a week's notice of the performance review meeting so they can prepare accordingly. The meeting will be conducted with the employee and their line manager.

The performance and development review will be recorded on the approved form. A record of the review will be placed on the employee's personnel file.

The purpose of the annual review meeting is to:

- Allow the employee and the line manager to agree on the final assessment of the employee during the full review period, which is usually twelve months
- Ensure the line manager formally tasks the employee for the next review period, and to set up training and development needs and strategies
- Encourage the employee to provide constructive feedback to their line manager in relation to their leadership, support and guidance

The final assessment is based on:

- the extent to which performance objectives have been met, and
- a judgment of the expected behaviours being demonstrated.

Responsibilities

Responsibilities of employees

Employees must actively participate in the performance objective setting process, performance and development review meetings, and working towards the objectives set through the review process.

Responsibilities of line managers

Line managers must schedule and conduct the employee performance and development review meeting in line with the timeframes set out in this policy and procedure and to give honest and constructive feedback on an ongoing basis. To assign objectives effectively, the line manager must:

- ensure the objectives are within the employee's capacity
- discuss objectives with the employee before finalising, and
- provide context for the employee's objectives i.e. to give an overview of the big picture.

Underperformance

Where unsatisfactory performance is identified by the Council, this will be dealt with through the Performance Improvement Plan. Sustained and/or serious underperformance may lead to disciplinary action and/or termination of employment.

Document Control

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Endorsed by	BCGC
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