

Purpose

This policy aims to help and encourage all employees to achieve and maintain an acceptable standard of performance at work. Employees have a vital role in maintaining and driving up performance standards.

It should only be used when performance has been below required standards over a period of time. The policy aims to ensure standards are maintained in a fair and consistent way for all employees.

Before the procedure is formally invoked, a period of informal support will normally have been given. Employees will have support and counselling available to them at any stage.

This procedure applies to all SJC Local Government Employees, Craft Operatives, and all Chief Officials below the level of Executive Director. There are separate procedures for Teachers.

Principles

- Supervision and management arrangements, including performance management and performance appraisal, help ensure employees perform effectively at work. They also identify whether additional support or direction is needed to help the employee achieve and maintain the required standard of performance.
- All employees should be advised of the standards of performance expected of them, how these standards apply to their role and what is required.
- All employees should have regular performance management meetings with their manager or supervisor, ideally through the agreed performance appraisal process/contribution management.
- At all stages of the procedure, the employee will be given details of how their performance fails to meet the required standards. The employee will also be given the opportunity to put forward his or her case before any decisions are made.
- At all stages of this procedure, the employee should be involved in identifying support mechanisms. These mechanisms will be included in an Action Plan.
- The employee has the right to be represented by a Trade Union representative or work colleague at any formal stage of the procedure and to be accompanied at the informal stage.
- The employee has the right to appeal against a decision to dismiss them on the grounds of capability due to poor performance.
- Before an employee is dismissed under the procedure, they will be given the opportunity to improve their performance in the workplace.

Produced by the Human Resources Section

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