

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		Performance & Conduct Management Policy	
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1. CONTENTS

1. Contents
2. Introduction
3. Policy
4. Performance Management Procedure
5. Conduct Management Procedure

2. INTRODUCTION

From time to time there may be a need for the College to discuss issues associated with unsatisfactory performance and/or conduct with an employee.

In the interests of both the School and the employee there should be a flexible approach to managing these issues. However, this College policy provides a general procedural framework that will apply when there is a need to address unsatisfactory performance and/or conduct.

This policy does not diminish any rights under legislation, the College Enterprise Agreement 2017 (or its successor) or the contract of employment and operates in conjunction with other College policies.

This policy does not apply to employees completing a qualifying period.

This policy may be amended from time to time in line with operational practice.

3. POLICY

Where the College believes a staff members performance in their role or conduct is not meeting the standard expected by the College and articulated in the policy and the Staff Handbook it may initiate a Performance or Conduct Management Procedure.

4. PERFORMANCE MANAGEMENT PROCEDURE

Where informal processes have failed to resolve unsatisfactory performance issues, the College may implement a formal performance management procedure.

A formal performance management procedure will commence with the College advising the employee in writing of:

- the College's concerns with the employee's performance;
- the time, date and place of the first formal meeting to discuss the employee's performance;
- the employee's right to be accompanied by a nominee of his/her choice at all meetings scheduled to discuss the employee's performance; and
- the College's right to terminate the employee's employment should the procedure not resolve the College's concerns.

Formal performance management meetings will:

- include discussion of the College's concerns with the employee's performance;
- give the employee an opportunity to respond to the College's concerns;
- include discussion of any counselling or assistance, where appropriate, available to the employee;
- include documentation, where appropriate; and
- set periods of review, as appropriate.

Minutes of the meetings will be taken and supplied to all those attending.

If, following the procedure, the College's decision is to terminate the employment of the employee, then the College will give the required period of notice or payment in lieu of notice from the date of the decision is communicated to the employee in writing.

5. CONDUCT MANAGEMENT PROCEDURE

The College's general approach to managing conduct issues is outlined below. However, as inappropriate conduct may take various forms, the College reserves the right to amend the conduct management procedure to suit the circumstances.

In the event of an issue of misconduct, the College will advise the employee of:

- the College's concern that the employee's conduct constitutes misconduct;
- the time, date and place of the meeting to discuss the employee's conduct;
- the employee's right to be accompanied by a nominee of his/her choice at any meeting scheduled to discuss the employee's conduct; and
- the College's right to impose disciplinary measures up to and including terminate the employee's employment should the College determine that the staff members actions constitute misconduct and the actions not be adequately modified.
- the necessity of reporting a determination of misconduct to statutory or other authorities.

In the event of an issue of serious misconduct, the School will:

- advise the employee of the College's concerns with the employee's conduct; and
- give the employee an opportunity to respond to the College's concern
- suspend the employee while the matter is under investigation.

Concern with an employee's conduct may be resolved by:

- summary dismissal, where the employee is guilty of serious misconduct of a kind such that it would be unreasonable to require the School to continue the employment during the notice period;
- issuing the employee with a warning or a final warning in writing;
- terminating the employment of the employee in accordance with the relevant notice provision; or
- other action as deemed appropriate to the situation.

Staff should ensure they are aware of the Staff Code of Conduct Policy and adhere to it.

DOCUMENT HISTORY & VERSION CONTROL RECORD

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1.0	06/06/2016	Principal	Initial issue as a controlled document
1.1	07/09/2017	S Taggart	Changed to Biennial as discussed in OHS Meeting 07/09/2017.
2.0	16/10/2019	Principal	Added Policy Statement Clarifying statements to Section 4 & 5

Approved By:

Date:



Mr John Metcalfe
Principal