

PERFORMANCE MANAGEMENT POLICY

Policy number	POL043	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Secretary and all employees are required, in accordance with Clause 27-Enhancing Quality Performance in the AEU Office of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, to develop an annual work plan, in consultation with their supervisor.

The annual work plan process has been designed to provide a vital link between the Union's Strategic Plan, its vision and guiding principles, and individual staff members. It is also designed to ensure that goals and objectives flow from the top of the organisation to the personal objectives of each individual.

PURPOSE

The purpose of this policy is to ensure that a consistent approach is followed for conducting annual work plans, and that job-related skill and knowledge, and employee competencies and behaviours, are evaluated and compared against set standards and Union objectives.

POLICY

During the first month of an employee's commencement in a role or at the time of the annual review, supervisors will work with the employee to develop a Work Plan. The Work Plan will cover each of the points raised in Clause 27.3 of the enterprise agreement, including a plan for professional learning and development or training activities.

Consideration should also be given to the individual's long-term career objectives.

The normal period that an annual Work Plan will cover is from 1 January to 31 December each year.

Supervisors will review their Work Plan with each employee by Week 2 Term 3 each year. This is to ensure that any costs associated with the plan are provided to the Secretary in time for consideration in the Annual Budget for the following year.

At least two assessments and discussions of performance will be carried out throughout the course of the annual Work Plan between supervisors and each of their employees.

AUTHORISATION

Secretary
AEU ACT Branch

PERFORMANCE MANAGEMENT PROCEDURES

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RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that supervisors

- familiarise themselves with the performance management system objectives and procedures;
- are given ongoing development of the skills that are required to effectively conduct performance reviews;
- are given ongoing support and guidance with performance management issues;
- carry out their responsibilities according to this policy.

It is the responsibility of employees to:

- participate openly and honestly in planning and assessing their own performance objectives and receiving feedback from their Supervisor.

It is the responsibility of the Supervisors to:

- continually review and refine the performance management system to ensure it will support the achievement of the Union's objectives, and which will fairly and consistently evaluate each individual's performance against these objectives;
- ensure that all employees are aware of their responsibilities in the performance management process;

It is the responsibility of the President to conduct the performance review process with the Secretary.

PROCEDURES

Annual Work Plan

The Annual Work Plan is designed to provide the opportunity to establish targets which provide a challenge to employees and which can be reviewed and modified in response to employee achievements.

The Supervisor concerned will develop a Work Plan together with the employee within the first month of an employee commencing or during the annual review process. The Work Plan is to be updated during every annual performance review or as required throughout the course of the calendar year.

Employees should initially draft their own Work Plan, based on an agreed template and then arrange a discussion with their Supervisor so that the Plan can be agreed and finalised. If a situation occurs in which agreement cannot be reached, both the employee and the Supervisor should attach a memo outlining their position, and forward the Work Plan to the Secretary for a final decision.

The Work Plan will:

- identify goals and priorities for the following 12-month calendar period. It is each Supervisor's responsibility to ensure that these are in line with the Union's Strategic Plan and the job description for each position. Each priority should have SMART goals (Specific, measurable, attainable/agreed upon, realistic/relevant, and timely) documented, to allow accurate assessment;
- include proposed professional learning and development or training activities for the year. The Supervisor and employee should consider what skills, knowledge and competencies are required to achieve the goals and priorities outlined in the Work Plan, and outline the individual's broad career directions and development priorities for the following 12 months.

Annual Review

Supervisors will review their Work Plan with each employee by Week 2 Term 3 each year.

As part of the Annual Work Plan review:

- the Supervisor must review the employee's performance against the agreed performance goals and priorities;
- The Secretary will be provided a draft of the proposed Work Plan prior to it being finalised to enable their input if they wish;
- The final Work Plan will be securely stored by the Supervisor with a copy given to the individual.

Link to Annual Increments

The Annual Work Plan review process may be linked to the annual increment process where staff are able to access salary increments. For relevant positions the increment process that applies to teacher and support staff within the ACT Directorate of Education and Training will also apply within the Union office.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- ACT DET Teaching Staff Enterprise Agreement 2011-2014
- Staff Professional Development Policy (POL054)

AUTHORISATION

Secretary
AEU ACT Branch

