|  |
| --- |
| **Insert name of organisation** |
| **Employee performance and Support Policy Template** | |

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number: Date adopted: | | | |
| Authorised by: | | | |
| Date last reviewed: | Reviewed by **Insert name of officer, position title** | Date of next review: |

Refer to Section 6 below for information on the process for policy review.

|  |  |
| --- | --- |
| **Policy context:** This policy relates to: | |
| Legislation or other requirements | **Insert legislation that applies** |
| Other standards | **Insert other accreditation systems that apply** |
|  |  |

***1. Purpose: Why do we have an employee performance and support policy?***

Without appropriate support and guidance, employees cannot do their jobs effectively. Employers have a responsibility to provide their employees with appropriate management and support. As an employer, we need effective ways to communicate with the people who work for us about what they do, how well they are doing it, the organisation’s expectations and requirements of their work performance, and their perspective on how they are working.

Our employee performance and support policy puts in place guidelines for how we establish appropriate work goals for each individual and team, monitor the performance of individual employees and the teams they work in, provide feedback to employees, and provide opportunities for resolving any problems employees or their managers identify.

***2. Scope***

This policy will apply to **Indicate which staff the policy will apply to. Are there any limits or conditions on the way the policy applies to some people?**

***3. Policy statement: Our commitment***

**Insert organisation name** is committed to providing our employees with appropriate management and support to enable each of them to do their job effectively. Specifically, we will:

* **What will your organisation do to implement this policy? List your actions below. These will be reflected by and further described in your procedures**

***4. Procedures***

The performance of each employee is monitored and assessed following an agreed and regular procedure.

**Describe exactly what you do to manage the performance of employees, individually and in teams. How are performance objectives and targets set? What is the process followed, who is involved, when is it undertaken, what records are kept? What is the specific input of the employee, and of their direct manager or supervisor?**

We respond to the outcome of a performance appraisal in the most appropriate way for the particular employee or team and the level of performance shown.

**What management responses are available for poor, satisfactory, good and exceptional performance? How is performance appraisal linked to the individual or team training and development plan? What other supportive management structures are in place to assist employees perform well in their role and to reward excellence and improvement?**

We provide professional supervision to employees in the following circumstances:

* **List the circumstances or job roles where professional supervision is routinely available to employees and describe how an appropriate supervisor is chosen and how the employee is linked with their supervisor**

***5. Other related policies and procedures***

|  |  |
| --- | --- |
| **Documents related to this policy** | |
| Related policies | **List related policies** |
| Forms or other organisational documents | **List other organisational documents** |

***6. Review processes***

|  |  |
| --- | --- |
| Policy review frequency: **Indicate how often this policy will be reviewed** | Responsibility for review: **Indicate who will review this policy** |
| Review process: **Describe how the policy will be reviewed** | |
| Documentation and communication: **Describe how the policy decisions will be documented and communicated** | |