

Appraisals Policy

It is the Policy of St Chads Communication Centre Trust to provide an appraisal process that operates throughout the year, addresses performance gaps, the meeting of employee responsibilities and identifies areas of professional development that will enhance the career pathway of individual employees. This is because we recognise the essential factor staff performance plays in the consistent and high standard of supports that meets the individual needs of St Chads' clients.

We will do this by:

- Ensuring a robust appraisal process that operates throughout the year is undertaken
- Establishing work related goals and objectives for individual employees
- Identifying pathways for development
- Meeting training obligations under the Care and Support Worker (Pay Equity) Legislation

This Policy is for the benefit of staff and Board.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson.

Guidelines

1. The employee has the right to initiate the appraisal process if this has not been undertaken by the General Manager or his/her immediate supervisor. The General Manager / Board Chairperson may initiate the process with the Trust
2. The appraisal shall remain confidential to the parties involved
3. The employee shall be informed of appraisal meetings with at least five working days advance notice, unless otherwise agreed. The appropriate documentation will be provided to the employee and be completed/returned in advance of the appraisal meeting
4. The process includes a joint discussion where the employee's performance is reviewed and measured against his / her specific goals and objectives
5. An Annual Development Plan is to be drafted, agreed to and signed, by both the employee and the General Manager and/or the employee's immediate supervisor. Or in the case of the General Manager, by the Board Chair
6. Both parties will receive a copy of appraisal documentation and a copy will be added to the employee's file
7. The employee has the right to request a review of the appraisal. This review will be completed with the same attendees as the original appraisal. The employee will be given an opportunity to express their concerns, which will be given due consideration by the appraiser
8. The employee has the right to appeal the outcome of the appraisal. This appeal is to be made in writing. Any such appeal should be directed to the General Manager in the first instance. The General Manager may appeal to the Board. Any appeal will receive a response within 20 working days and both the appeal and response will be attached to the Appraisal in the personnel file of the employee
9. The appraisal process includes regular informal mentoring and review
10. The Development Plan conversation must include encouragement for the qualifying employees to undertake training towards the qualifications recognised by the Care and Support Worker (Pay Equity) legislation and include actions agreed by the employer to support the employer to obtain the recognised qualifications

Supporting Documents

- Performance Appraisal Documentation
- Job Description
- Role Expectations
- KPI's
- Session Observation & Feedback Forms

Document Control Parameters:

- The provisions of this Policy supersede and replace all previous Annual Appraisal Policies.

Policy Review:

- This Policy is to be formally reviewed every second year.

Date ratified: April 2008	Date reviewed: July 2020	Next review: July 2022
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