



# THE MORETON BAY FOUNDATION LIMITED

## PROCEDURES: STAFF PERFORMANCE MANAGEMENT

<b>Staff performance management</b>	<ul style="list-style-type: none"><li>● The work performance of all staff will be periodically reviewed through:<ul style="list-style-type: none"><li>○ Informal performance planning and support as required;</li><li>○ Regular supervision by the person who the staff member reports to; and</li><li>○ Formal performance reviews, at least annually.</li></ul></li><li>● The staff member and their supervisor will agree on the measurements that will be used to determine performance expectations, and any improvements needed.</li><li>● It is expected that supervisors will constructively identify and deal with staff performance issues as they arise.</li><li>● In providing feedback on performance, supervisors will provide the staff member with sufficient information to enable understanding of any concerns about that staff member's performance, and what actions the staff member should take to address those concerns. This information will include the timeframe in which the staff member will achieve any performance improvements.</li><li>● If the staff member whose performance is being assessed is the Chief Executive Officer (CEO) or similar position, then the Chair of The Moreton Bay Foundation Limited (TMBF) Board will be the CEO's supervisor.</li></ul>
<b>Grievances</b>	<ul style="list-style-type: none"><li>● If a staff member has a grievance with their supervisor such that that staff member's performance is being impacted, in the first instance the parties will try to resolve the matters themselves.</li><li>● If the grievance cannot be resolved by the two parties, the staff member can refer any grievance to the person their supervisor reports to. If the grievance is made against the CEO (or similar position), then the staff member can refer the grievance to the Chair of TMBF.</li></ul>
<b>Disciplinary Procedures</b>	<ul style="list-style-type: none"><li>● If a staff member's work performance is consistently below the level expected of that position, and despite reasonable opportunity to improve their performance, their performance does not improve, the staff member will be counseled that they may be disciplined or their employment terminated.</li><li>● If the staff member's performance does not improve after counseling, the staff member's employment may be terminated, in compliance with current industrial relations and employment law.</li></ul>



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<b>Performance Counseling</b>	<ul style="list-style-type: none"><li>• Staff performance counseling can, but does not have to include a formal poor-performance warning.</li><li>• Counseling sessions will be documented by the staff member's supervisor, and that documentation retained on the staff member's personnel file.</li><li>• During any formal work performance counseling, the staff member is entitled to have a support person of their choosing present during the process.</li><li>• The role of this person is to support the staff member during the process and on behalf of the staff member, seek clarification of information provided at meetings if required, but the person will not take on any other role or involvement in the process.</li></ul>
<b>Lack of Agreement between a Staff Member and their Supervisor</b>	<ul style="list-style-type: none"><li>• Throughout performance management procedures, if the staff member and their supervisor are unable to reach agreement, the CEO (or if the staff member is the CEO, then the TMBF Chair) may make any lawful decision on the matter in issue.</li><li>• That decision by the CEO (or if the staff member is the CEO, then the TMBF Chair) will be considered final and the staff member will abide by it.</li></ul>