

## DISCIPLINARY PROCEDURES

The parties will deal with each other in good faith, with good reason and be subject to a fair process. The employee will be given the opportunity to have support and/or representation.

### IS THE ISSUE ABOUT: PERFORMANCE?

#### 1. IDENTIFY THE ISSUE

- What does the job description say about the agreed performance standard?
- Where is the employee failing, meeting and exceeding expectations?
- What training has the employee had to meet performance standards?
- What training/support could be provided to improve performance?

#### 2. ORGANISE A MEETING

- A meeting request will be in writing, stating the purpose is to discuss performance and that the employee can bring a support person (e.g., worker representative or Management GRASP Liaison) to the meeting.

#### 3. MEETING

- Discuss overall performance and areas of concern.
- Employee will have opportunity to respond and consider any contributing factors.
- Parties will agree upon acceptable standard going forward and what needs to happen for the employee to achieve this.

- Organise a time to review performance and discuss the impact if standard is not met.
- Document performance agreement and give a copy to the employee for their reference.

#### 4. TRACK PROGRESS

- Performance will be tracked and documented from initial meeting to the review.

#### 5. MEETING TO REVIEW

- Meeting request will be sent in writing, stating the purpose is to review performance and that the employee can bring a support person.
- Will discuss whether performance standards have been met, areas of improvement and the significance of areas still needing to improve.
- Based on the review, next steps could be:
  - Agree performance has improved and no further action required.
  - Repeat performance management process until performance is acceptable.
  - Issue a formal warning in line with the following process.



## IS THE ISSUE ABOUT: POSSIBLE MISCONDUCT?

