



PILGRIM UNITING CHURCH

CC20044

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

HR-12

PERFORMANCE REVIEW AND DEVELOPMENT POLICY

1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our staff; and
- ensuring that employment practices are in accordance with relevant legislation and best practice in human resources management.

2. Staff Covered by this Policy

Staff covered by this Policy include:

- staff in permanent full time or part-time positions; and
- staff who are on a fixed term appointment of greater than six months.

The Policy does not apply to staff on casual appointment.

3. Purpose

The purpose of this Policy is to ensure that staff members are provided with regular feedback on their performance and have access to training and development appropriate to their skill levels, and the requirements of the role that they perform. This will be achieved through participation in the Performance Review and Development Plan (PRDP) process. This process assists with identifying any performance or skills gaps and aids in continuous improvement of work performance.

4. Performance Review and Development Plan (PRDP)

A structured approach has been developed to facilitate regular performance review and development meetings with staff. The PRDP process is an important element in the management and development of employees.

The PRDP aims to identify, evaluate and develop each staff member's work performance and productivity in order to continually improve the achievement of their Position Description/ Person Specification, and therefore in turn more effectively achieve Pilgrim's goals and objectives. It also provides recognition, feedback, and most significantly, support, development and career guidance to staff members.

5. Management of Poor Performance

Whilst the PRDP process is generally conducted on an annual basis, it may occur on a more regular basis when incidents of poor work performance arise and need to be addressed immediately, or when disciplinary procedures have commenced in relation to repeated poor performance.

6. PRDP Process - Legitimate Exercise of Authority

It is important for staff members to be aware that the legitimate exercise of authority by an employer, manager or supervisor to direct and control how staff perform their duties whilst at work, or to monitor work flow or to provide feedback to employees about their performance is not deemed to be workplace harassment and/or bullying. Please refer to Pilgrim's Workplace Harassment & Bullying Policy (HR-10) for further information.

Authorisation



Church Council Chair:

Reviewed February 2020

Approved: March 2020

Next review date: March 2022

PERFORMANCE REVIEW AND DEVELOPMENT PROCEDURES

1. Responsibilities

1.1 The **Business Manager** is responsible for the management and implementation of the Performance Review and Development Policy and for ensuring that the Policy and Procedures are adhered to.

1.2 **Managers** are responsible and accountable for ensuring that:

- The PRDP process is undertaken annually for staff members in accordance with the attached Performance Review and Development Plan Guidelines.
- The process for existing staff includes assessment of previously set goals and objectives and development of new goals and objectives for the coming year.
- A review is undertaken for new staff within the probation period specified in their employment contract.

1.3 **Staff** are responsible for ensuring that they positively participate in the Performance Review and Development process and any Training and Development Plans that result from the PRDP.

2. Performance Review and Development Plan

The PRDP provides the opportunity for the manager to jointly set goals and objectives for the staff member's position and then review how the staff member is performing against the agreed expectations. This process will also allow for conversations as to how the manager can assist the staff member in their professional and career development.

It is the responsibility of the manager to complete the PRDP process for each permanent employee reporting to them.

In summary the aim of the PRDP process is to:

- guide staff members in the achievement of their role which ultimately assists with the achievement of the vision, mission and values of Pilgrim;
- reinforce sound employment and working relationships by facilitating two way communication and discussion regarding progress and measurement of staff members' actual work performance when compared with the identified goals and objectives of the requirements of the positions they hold;
- maintain the required performance standard levels and if necessary identify areas where improved performance is required, so that corrective action can be taken immediately;
- obtain information and feedback from staff members that may improve productivity or identify potential problems or safety issues within Pilgrim;
- identify training and development needs and the potential for promotion;

- encourage staff members to use their own initiative in determining ways in which their performance could be improved;
- in some cases it may be used as source of information in the review of salaries and wages; and
- clarify the difference between satisfactory and unsatisfactory performance, allowing action and improvement plans to be developed and implemented, along with any additional training needs.

3. Performance Review and Development Guidelines

Guidelines have been developed to assist managers and staff with the PRDP process. The Guidelines provide:

- Key terms and objectives of the PRDP process
- Detailed information regarding conducting the PRDP
- Definitions of Core Behaviours and Competencies and the rating system
- The Training and Development Plan
- Completion of the PRDP process
- Flow Charts and relevant templates

4. Related Policies and Information

- HR-01 - Grievance Policy
- HR-07 - Confidentiality Policy
- HR-08 - Equal Opportunity Policy
- HR-09 - Sexual Harassment Policy
- HR-10 - Workplace Harassment and Bullying Policy
- HR-11 - Code of Conduct

Authorisation

Chair of Operations Committee:

Reviewed February 2020

Approved: March 2020



Next review date: March 2022