

Performance Management

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Partnerships – 25 August 2021

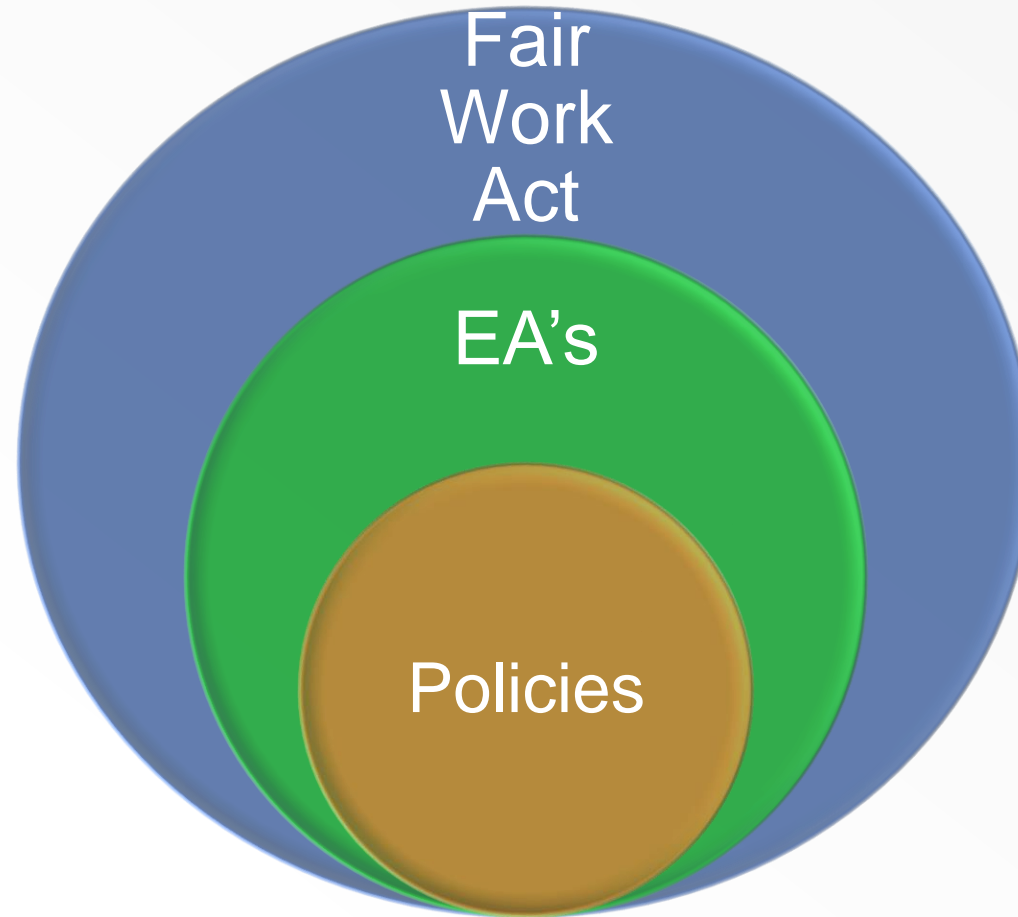


Agenda

1. Framework
2. Process
3. Resources



Framework



Process

15.2 Definitions

- (a) **Performance** means the manner in which the Employee fulfils his or her job requirements. The level of performance is determined by an Employee's knowledge, skills, qualifications, abilities and the requirements of the role.
- (b) **Conduct** means the manner in which the Employee behaviour impacts on their work.
- (c) **Misconduct** means an Employee's intentional or negligent failure to abide by or adhere to the standards of conduct expected by the Employer. A performance issue can be considered misconduct where, despite all reasonably practicable interventions by the Employer, the Employee is unable to fulfil all or part of their job requirements to a satisfactory level.



Process

- Clear expectations

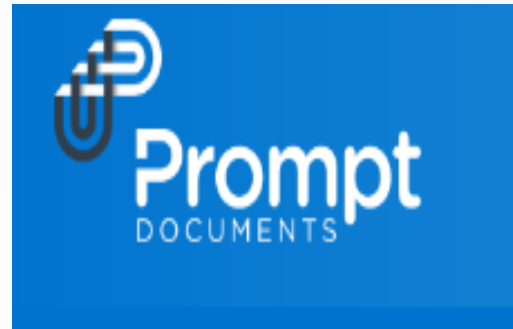


Position title: [insert position title]
Classification: [insert classification]
Reports to: [insert reporting line]
Department: [insert department]

About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

More than 18,000 of us work at over 40 care locations across south-east Melbourne, including seven hospitals and an extensive network of rehabilitation, aged care, community health and mental health facilities. Each year:



The new face of
MonashHealth Learning



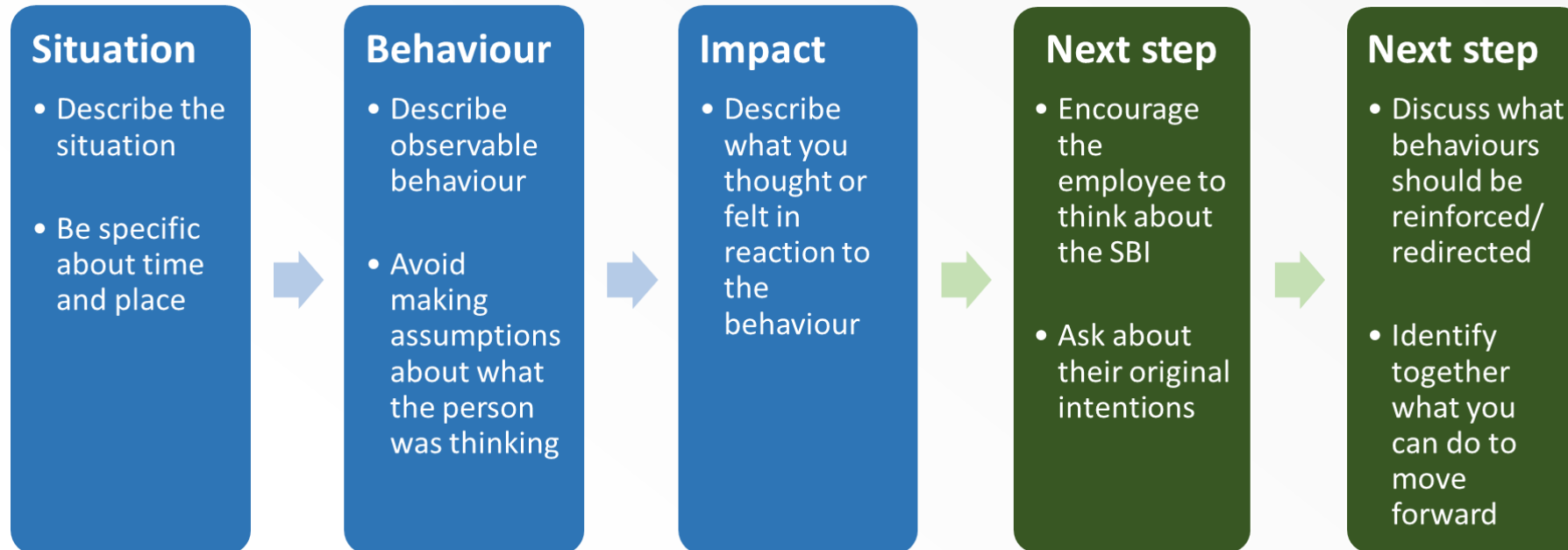
Process

Informal discussion:

- No prior performance concerns
- The issues are not considered serious at this stage
- The poor performance has not been addressed informally
- Employee may not be aware of underperformance
- Be sensitive
- Provide timely feedback
- Choose the appropriate time and place – be present
- Be calm, and clear about presenting the facts
- Be interested in their responses, and ask them questions to better understand what to do next



Process



Process

Documentation

- Summarise your conversation with an employee in an email
- File note the conversation - Handwritten in diary, OneNote or email to yourself
- Performance Improvement Plans



Process

Serious Misconduct

- (i) wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- (ii) conduct that causes serious and imminent risk to:
 - (A) the health or safety of a person; or
 - (B) the reputation, viability or profitability of the employer's business.
- Conduct that is serious misconduct includes each of the following:
- (iii) the Employee, in the course of the Employee's employment, engaging in:
 - (A) theft; or
 - (B) fraud; or
 - (C) assault;
- (iv) the Employee being intoxicated at work;
- (v) the Employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.
- At Monash Health, employee or patient privacy breaches are treated seriously.



Process - Investigation



Resources

- Enterprise Agreements
- Prompt
- Your People and Culture Business Partner
- Your Manager
- Employee Assistance Program

