

STAFF PERFORMANCE ISSUES

POLICY:

Suzuki Talent Education Association of Australia (NSW) Limited (Suzuki) follows accepted industrial relations practice when dealing with matters of staff performance. The Executive Officer has delegation from the Suzuki Board to dismiss staff.

PROCEDURES:

Misconduct

Misconduct includes very serious breaches of Suzuki's policies and procedures and may warrant the instant dismissal of an employee.

Examples of misconduct include:

- 1) serious breach of WH&S policy or procedures (see table below)
- 2) theft of property or funds from Suzuki
- 3) wilful damage of service property
- 4) intoxication through alcohol and/or other drugs during working hours
- 5) verbal or physical harassment of any other employee, parent or student particularly in respect of race, sex, religion etc.
- 6) the disclosure of confidential information regarding the organisation to any other party without prior permission
- 7) the disclosure of information concerning the students of the organisation other than the information that is necessary to assist students and to ensure their safety
- 8) falsification of any of the organisation's records for personal gain or on behalf of any other employee
- 9) failure to comply with the Suzuki Code of Ethics

In determining matters of misconduct, the Executive Officer and Board must take into consideration the context in which the event took place.

BREACHES IN WORK HEALTH AND SAFETY (WH&S) POLICY OR PROCEDURES

This procedure must be enforced for breaches of the NSW OHS Act 2000, Regulation 2001 or workplace policy & procedures.

A breach is action/s of person/s which endangers themselves, others or property.

Step	Warning	Actions
1	Yellow	<ul style="list-style-type: none"> • Consultation meeting with offender, supervisor/Executive Officer and WHS representative • Training • Monitoring of job performance • 2 weeks probation period
2	Orange	<ul style="list-style-type: none"> • Consultation meeting with offender, supervisor/Executive Officer and WHS representative • Training • Mentor support • Monitoring of job performance • Counselling (2 sessions) • 4 weeks probation period
3	Red	<p>SUSPENSION FROM DUTY</p> <ul style="list-style-type: none"> • Consultation meeting with offender, supervisor/Executive Officer and WHS representative and representative of Suzuki Board • Arbitration action for dismissal
4	Green	<p>RETURN TO WORK</p> <ul style="list-style-type: none"> • Clearance must be obtained from the Executive Officer/supervisor and WHS Representative after probation period expires

All warnings must be provided in writing to the offender.

The severity of the offence will determine the step and actions taken for discipline.

Matters Which Are Not Instant Dismissal

The following is the procedure for dealing with a staff performance issue not involving misconduct which would result in instant dismissal.

Step 1: Verbal Warning

- 1) The employee must be told as soon as possible of any complaint concerning the performance of his/her work and must be provided with an opportunity to discuss the complaint either there and then or as soon as practical.
- 2) The supervisor must discuss the matter with the employee which will either be resolved to mutual satisfaction there and then or a verbal warning will be given to the staff member.
- 3) The verbal warning should explain the performance issue, what behaviour is expected, negotiation regarding any extra training or support the employee or supervisor feels the employee requires to achieve this standard of performance and a review date is to be set.

Step 2: Review

The Supervisor must review the employee's performance since the verbal warning. If the employee's performance is still unsatisfactory, the Supervisor must notify the employee and initiate the first written warning.

Step 3: Written Warning Interview

- 1) The first written warning details arrangements for a first warning interview
- 2) The first warning interview must include the employee, (and if the employee chooses, a representative of their choice) and the Executive Officer/Coordinator
- 3) The interview follow-up, including plans for improvement must be recorded in writing and a copy given to the employee clearly stating that a lack of improvement by a given time will result in a final written warning.

Step 4: Final Written Warning

- 1) If at the end of the improvement time allocated, the employee's performance has not improved, there must be further discussion at interview. This must include the employee, (and if the employee chooses, a representative of their choice) and the Executive Officer/Coordinator.
- 2) The interview follow-up, including plans for improvement must be recorded in writing and a copy given to the employee clearly stating that a lack of improvement by a given time will result in termination of employment.

Step 5: Termination Of Employment

- 1) If the problem still persists after the final written warning, the employer may terminate the employment of the employee. In the case of a staff performance issue between the Executive Officer and the Management Committee, any dismissal must be by a majority vote of the committee.
- 2) Detailed notes of these decisions must be recorded in the minutes of the relevant committee meeting.

Related Forms:

Code of Ethics

Related Policies:

Staff Training

Legislation:

Disability Services Act (NSW) 1993

NSW Occupational Health and Safety Act 2000 & Regulations