

## PC007 – Performance Management Policy

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### 1. Objective

Performance Management is a continuous process which links the Council’s mission, vision and goals to the objectives and work plans of business units, work groups and individuals. It supports the achievement of business goals through agreed employee performance objectives and behaviour standards, with feedback on progress. It ensures effective planning and communication between People Leaders and staff.

### 2. Scope

People Leaders evaluate an employee’s performance on a regular basis giving timely, relevant, and effective feedback to achieve agreed key performance indicators.

### 3. Policy Statement/s

Performance Management is a collaborative two-way process between an employee and their People Leader. FNDC strives to encourage staff to be successful and fosters strong working relationships through regular feedback and open lines of communication. The following steps take place:

- People Leaders and employees establish a common understanding of expectations. For new employees their first 90 days are captured with set Key Performance Indicators (KPI’s) for existing employees KPI’s are annually reviewed.
- People Leaders and their employees have regular discussions about progress against KPI’s together with any training and development plans.
- At the end of the financial year KPI’s are discussed, measured, and assessed against what was achieved.

#### Performance Concerns

If there are concerns around performance, these are to be discussed at the earliest opportunity by either the People Leader or employee. This will enable a solutions focussed approach to successfully addressing performance concerns and creating an ongoing conversation in this area until resolved. If concerns continue then this may lead to a Performance Improvement Plan being initiated.

If the level of productivity decreases or there are concerns around behaviour while employees are remote working, these are to be communicated at the earliest opportunity. Consideration will be given to the work environment to ensure it is suitable for remote working. This may result in remote working being reviewed.

### Performance Improvement Plan (PIP)

The purpose of the PIP is to define areas of concern and/or gaps, together with training requirements, while allowing the employee an opportunity to demonstrate improvement. A PIP is set for an agreed timeframe (usually 20 working days), with performance evaluated on a weekly basis giving the opportunity for feedback from both parties. At the end of the agreed timeframe a review will be carried out to assess if the PIP has been successful.

If performance has not improved to a satisfactory and sustainable level, then it is proposed that the PIP is to continue for another term. A PIP is normally in place for no longer than three terms. If there is no improvement to performance, disciplinary action may be proposed during the formal review meetings (refer to the Disciplinary Matters Policy).

## 4. Relevant Legislation, Policies and Procedures

<b>Legislation</b>	<a href="#">Employment Relations Act 2000</a>
<b>Council Policies and Procedures</b>	<a href="#">PC022 Disciplinary Matters Policy</a> <a href="#">PC033 Privacy Policy</a> <a href="#">PC041 Remote Working Policy</a> <a href="#">PC004 Code of Conduct</a>

## 5. Definitions (if applicable)

Term	Definition
<b>Key Performance Indicators (KPI's)</b>	Measurement used to assess performance against position objectives.
<b>Learning and Development Plan (active)</b>	An agreed plan to enable to successfully achieve your current roles KPI's and actively support the career aspirations.
<b>Performance Concerns</b>	When there is a gap between actual and desired job performance.
<b>Performance Improvement Plan</b>	A formal document which is agreed by both the People Leader and the employee outlining performance concerns and actions to address those concerns.