

## Policy Statement

We aim to provide the best quality care for the children by ensuring that high standards of work performance and job satisfaction are maintained. An appraisal system will be conducted to provide avenues for discussion and improvement.

## Considerations

- ✓ Activity Centres Incorporated Policies and Procedures
- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place

## Procedures

- All staff will be informed of the appraisal system throughout the induction and orientation process.
- An initial review will be undertaken for all staff after a period of three months in the position. Staff will be expected to have completed the orientation & induction workbook/package to form the basis of their appraisal and individual development plan and goals.
- Appraisals will then be conducted annually, or if deemed necessary by the Manager or Committee.
- The appraisal system will be reviewed and updated by the committee if needed.
- All staff will be given at least one week notification of an upcoming appraisal and a convenient time arranged for both parties.
- The appraisal system shall ensure two-way communication is maintained and is used as a positive avenue for improving staff performance.
- The appraisal system will be used as a tool to identify future training and development needs of the staff.
- The appraisal process is a system where staff can self-reflect on their job skills, performance and knowledge, in relation to their statement of duties, identify areas that they can improve and make a plan to further professional development. It is not a process of disciplining staff for poor performance, if staff are found not to be meeting a number of performance objectives then these are to be identified in their individual development plan. If improvements are not made by review date then management is to follow ACI Disciplinary Action Policy.
- Coordinators, educational leaders and Management should be providing all staff with feedback about their performance and skills throughout the year, and assisting staff to reach identified goals.
- The service coordinator the staff member predominantly works with will complete a written staff appraisal form for each staff member prior to the appraisal meeting with input from other service coordinators (if applicable) to ensure the review of each staff member is a clear indication of the staff performance.
- The Manager will complete a written appraisal form, prior to the appraisal meeting, for the coordinators, bookkeeper and assistant manager.
- The chairperson of the committee (or a member of the executive committee) will complete a written appraisal of the service manager, prior to the appraisal meeting.
- Each staff member will be required to complete a self-performance review, where they reflect on their own performance, ability and knowledge prior to the appraisal meeting. This form is to be handed in at the appraisal meeting for discussion.
- Each staff member may bring with them a support person of their choice, if they wish to do so. The support person is for silent support only and is not to be part of any discussions.
- Appraisal meetings will be conducted by the assistant manager and the employee who is undergoing the appraisal. Service coordinators may be asked to attend if needed.
- Coordinators will have appraisal meetings with the Manager and/or Assistant Manager.
- The Manager, Assistant Manager and Bookkeeper will have appraisal meetings conducted by one another. Eg. Manager appraisal will be done by Assistant Manager and Bookkeeper, Bookkeeper will be done by Manager and Assistant Manager.
- At the completion of the appraisal an individual development plan will be completed identifying areas of training, and action to be taken. Goals will be set for each staff member and signed by both parties.
- If goals cannot be agreed upon a secondary meeting will be set up, between staff, Manager, Assistant Manager and any other agreed staff to discuss goal settings.

## Staff Appraisal and Review Policy

- 
- Where a goal has been identified by a staff member through the appraisal process, the following will be undertaken.
    - ~ A plan will be developed, goals will be set and include the steps to be taken to achieve the goal, identify support staff member may need, and include a time frame for further review.
    - ~ Training will be arranged to assist in the development of skills.
    - ~ Support and guidance will be given to help them through the process and assist them in achieving the required standards.
    - ~ The support can be given through the manager, coordinator or committee, or peer staff.
  - Should no improvement be made by the next review then further action will be taken.
  - Where a staff member is not satisfied with their review they should put their concerns in writing to the manager or committee asking for the decision to be reviewed.
  - After the further review takes place if the staff member is still not satisfied with the outcome of their review, they may wish to pursue the issue further through other avenues. These could include the union or mediation.

### ***Checklist for Staff***

- Complete your self assessment and bring it with you to your review meeting.
- Identify on your review training or support you feel you may need.

\_\_\_\_\_ end of policy \_\_\_\_\_

\_\_\_\_\_

Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 15<sup>th</sup> May 2019**

**Staff Appraisal and Review Policy is to be reviewed by the 20<sup>th</sup> October 2019**

**(Policy amended as there were typo errors)**