

Capability (Performance) for Professional Support Staff: Policy and Procedure Document

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3.

3.1 This procedure does not apply to new employees during their probation period of employment with the School, or extension thereof.

3.2 This procedure relates to underperformance in terms of job capability that would not more appropriately be dealt with under other procedures. Therefore, it does not apply to:

negligence or other forms of misconduct that may be more appropriately dealt with under the Disciplinary and Dismissals Procedure for Professional Support Staff;

Underperformance that can be attributed to a medical condition that may be more appropriately dealt with under the Sickness Policy and Procedure.

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4.1 It is the intention that this policy will apply to staff working overseas. It may be necessary to adapt these procedures, for example, where attendance at hearings is not practicable these may be carried out via video-link.

5.

5.1 Employees have a responsibility to:

Advise her/his manager of any issue that is affecting their performance inside or outside of work, including the impact of personal, health or disability issues.

Perform her/his duties to the required standard at all times.

Comply with reasonable instructions.

Treat all colleagues and managers with respect.

Not to disclose confidential information.

Understand that if her/his performance is below a satisfactory level her/his manager has an obligation to address it.

Comply with any training, development or other measures identified that will enable her/him to reach the required level of performance.

Participate in annual PDR.

Identify gaps in their knowledge.

informal discussions or meetings. A formal review meeting date should be set to review progress against the targets.

10.9 If at the review meeting satisfactory progress has been made the matter will be considered resolved.

10.10 Where at the review meeting it is clear that the employee has made significant progress in meeting the targets set, consideration may be given to extend the period

The hearing shall normally be reconvened on the same day for the decision to be given orally to the employee; however, if the Chair requires additional time to make the decision, the hearing may be reconvened at a later date to communicate the decision or by agreement the decision will be communicated in writing to the employee. In all cases, the employee will be provided with the outcome in writing normally within 7 working days unless advised by the Chair that a longer time period is required.

13.10 If, in the view of the Chair of the hearing, the employee is unable to provide a satisfactory explanation for the performance shortfall, s/he will be advised of:

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

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