

8.8 Employee Performance Monitoring, Review and Management Policy

The service acknowledges that to ensure the provision of high-quality childcare, an active approach is needed in relation to monitoring and managing the ongoing performance of employees to ensure that appropriate knowledge, skill, and capacity to perform the position effectively is maintained.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; 7.2 Effective leadership builds and promotes a positive organizational culture and professional learning community*
- *Policies: 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.4 – Educator Professional Development and Learning, 8.5 – Volunteers, 8.9 – Employee Code of Conduct, 8.10 – Employee Orientation and Induction, 10.1 – Quality Compliance.*



Procedures

Employee performance shall be managed by the Nominated Supervisor/Coordinator, and for the Nominated Supervisor/Coordinator, performance will be managed by the Approved Provider/executive office bearers.

Employee performance shall be managed according to indicators developed in relation to their position description.

Employee performance shall be monitored through implementing a review process. Initial review takes place one month after the start of employment then at 3- and 6-month intervals during the first year. Reviews are then held at least every 12 months. Such a process shall involve:

- The employee completes a performance review self-assessment prior to an interview with Coordinator and/or management.
- A performance review assessment conducted by the coordinator and/or management.
- A formal interview where aspects of performance assessments are discussed and will include the identification of strengths, aspirations and areas for improvement; and
- Individual development plans are developed and documented to support performance improvement for each employee.

All employees will be expected to undertake and contribute appropriately to this process.

Commitment to ongoing professional development and opportunities to enhance knowledge and skill based on the needs and goals of the service and its stakeholders are discussed and implemented.

Ongoing feedback about performance will be provided and professional development opportunities monitored and reviewed throughout the forthcoming year. Individual performance progress will be noted in individual performance and/or training plans

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	July 2021	Nov 2022
		10.05.2024	15.07.2024

