

APPENDIX A. SUBSTANDARD PERFORMANCE PROCESS - SECTION 79

Step	Activity
1	<p>The performance of an employee is identified as potentially substandard and the principal, line manager or authorised performance manager has actioned the requirements in the Employee performance and development procedures 3.6 Performance not meeting expected standards.</p> <p>A meeting is held with the employee to inform them of performance concerns and that their employment could be in jeopardy if substandard. This is also communicated to them in writing.</p>
2	Principal, line manager or authorised performance manager provides employee with information about the Department's Employee Assistance Program offering free confidential counselling.
3	Principal, line manager or authorised performance manager briefs superordinate.
4	Principal, line manager, authorised performance manager or superordinate requests that the Director General or delegate cause an investigation to be held.
5	<p>Director General or delegate writes to employee outlining allegations, proposed investigation and possible consequences (employee has 10 business days to respond).</p> <p>If the response satisfies the concerns the matter is closed. If the employee denies the allegation or does not satisfy the concerns, Step 6 proceeds.</p>
6	Director General or delegate authorises an investigation.
7	Investigation conducted and report submitted to Director General or delegate.
8	Director General or delegate provides employee with a copy of report, findings and any proposed sanctions. Employee has 10 business days to respond.
9	Director General or delegate considers employee response and advises employee of decision.