

TRADES AND SERVICES STAFF PERFORMANCE ENHANCEMENT SCHEME PROCEDURE (CASUAL STAFF)

SCOPE

The following procedures formalise arrangements for the performance management of casual professional employees.

PROCEDURE STATEMENT

1. Performance goals and standards

- 1.1 Appropriate performance goals and standards are to be assigned for a casual employee within the terms and conditions of their role as part of the process of induction.

2. Management of unsatisfactory performance

- 2.1 The allocation of further hours or shifts to and/or the re-engagement of a casual employee who is employed:

- for a period of continuous service of less than six months; and/or
- on an irregular and unsystematic basis

is to be subject not only to operational requirements but also to a consideration of the performance of the employee in terms of their assigned performance goals and standards.

- 2.2 Where the performance of a casual employee is unsatisfactory during the period of casual engagement, any applicable disciplinary procedures in the relevant Workplace Agreement should be considered and, where appropriate, applied.

3. Rewarding superior performance

- 3.1 Demonstrated superior performance by a casual employee in terms of their assigned performance goals and standards may be rewarded by:

- the allocation of more hours or shifts;
- re-engagement;
- favourable consideration for fixed-term or continuing vacancies; and/or
- incremental advancement by administrative action.

- 3.2 The determination of rewards for demonstrated superior performance by a casual employee in terms of their assigned performance goals and objectives is to include consideration of provisions from the applicable Workplace Agreement, which may include:

- Casual Staff Career Progression
- Progression Through Classification Levels
- Classification Linking
- Higher Duties Allowance

4. Breach of procedure

- 4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Casual employee	Professional employee engaged as a casual employee under the Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009 or an AWA.
Workplace Agreement	The Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009 or an AWA applicable to the staff member.

ADMINISTRATION

Parent policy	Probation, performance and promotion
Supporting policies	<ul style="list-style-type: none">• Employment conditions• Equal opportunity• Ethics Statement• Integrity and respect• Leave and wellbeing• Pay, benefits and entitlements• Recruitment and appointment
Supporting procedures	
Supporting documents	Trades and Services staff (Building and Metal Trades staff) 2009
Legislation mandating compliance	
Responsibility for implementation	
Approval body	Chief Human Resources Officer
Procedure owner	Director Workplace Relations
Date effective	
Review date	3 years from effective date
Category	Human Resources
Version number	2
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400