

Monash University Procedure

Procedure Title	<u>Trades and Services Staff Performance Enhancement Scheme Procedures (Casual Staff)</u>
Parent Policy	Trades and Services staff (Building and Metal Trades staff) 2009
Date Effective	
Review Date	3 years from effective date
Procedure Owner	Chief Human Resources Officer
Category	Human Resources
Version Number	1
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	The following procedures formalise arrangements for the performance management of casual professional staff.
Purpose	
PROCEDURE STATEMENT	

1. Performance goals and standards

- 1.1. Appropriate performance goals and standards are to be assigned for a casual staff member within the terms and conditions of his/her role as part of the process of induction.

Responsibility: Supervisor

2. Management of unsatisfactory performance

- 2.1. The allocation of further hours or shifts to and/or the re-engagement of a casual staff member 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 staff member in terms of his/her assigned performance goals and standards.

Responsibility: Supervisor

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

Responsibility: Supervisor

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3. Rewarding superior performance

3.1. Demonstrated superior performance by a casual staff member in terms of his/her 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.

Responsibility: Supervisor

3.2. The determination of rewards for demonstrated superior performance by a casual staff member in terms of his/her 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

Responsibility: Supervisor

Responsibility for implementation		
Status	Revised	
Approval Body	Academic Quality and Standards procedure Name: Meeting: Date: Agenda item:	Operational procedure Name: Chief Human Resources Officer Date: Date effective Author: Director, Workplace Relations
Definitions	Casual staff member: Professional staff member 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.	
Legislation Mandating Compliance		
Related Policies		
Related Documents	<u>EA Agreements</u> <u>Trades and Services staff (Building and Metal Trades staff) 2009</u>	

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SCHEDULE(S)	
Additional mandatory requirements specific to a Faculty or Offshore location Education procedure This field will only be published if required.	
Name of Faculty/Offshore Location	N/A
Procedure Statement	N/A