68 Managing Unsatisfactory Work Performance

68.1 This clause does not apply to casual or probationary Staff Members.

68.2 Prior to commencing any action in accordance with clause 68.4 or 68.5 the Line Manager must have met with the Staff Member to discuss, informally, issues concerning unsatisfactory work performance.

68.4 If a Staff Member is not meeting and maintaining University work performance expectations, the University may decide to take action to remedy the unsatisfactory work performance.

68.5 Before taking any disciplinary action as defined in clause 68.7, the University will take measures to assist the Staff Member to improve their work performance.

68.6 Without limitation, the measures a Line Manager may use to address unsatisfactory work performance include:

(a) discussing the matter informally with the Staff Member;
(b) arranging work performance counselling for the Staff Member;
(c) providing a work performance improvement plan and regular feedback on performance for the Staff Member;
(d) undertaking any other action that is appropriate; and/or
(e) supporting the Staff Member to address the unsatisfactory work performance and identifying areas where professional development may occur.

68.7 The Line Manager will set out the details of the improvement required and the measures to facilitate improved performance. They will advise the Staff Member in writing, of a reasonable timeframe, and any applicable milestones for these improvements to be met.

68.8 Where work performance remains unsatisfactory the University may take action, including disciplinary action, up to and including termination of employment.
68.968.7 Disciplinary Actions

Disciplinary action may include termination or one or more of the following (a) to (h).

(a) formal written censure/reprimand;
(b) counselling;
(c) attendance at training;
(d) withholding a salary increment for one year;
(e) reducing salary by one (1) or more increments;
(f) demotion by one (1) or more classification levels;
(g) transfer to an alternative position;
(h) suspension with or without pay; or

68.1068.8 Where the recommended disciplinary action is termination of employment this will reviewed by Vice Chancellor or nominee.

68.1168.9 The University will observe the principles of procedural fairness when taking disciplinary action, for example:

a) identifying issues relating to unsatisfactory work performance and how these will be addressed as soon as reasonably practicable;
b) providing an Staff Member with advance notice of the purpose of any disciplinary meetings;
c) conducting disciplinary meetings in a private setting as far as possible;
d) Ensuring Staff Members are aware they are entitled to a support person being present during meetings and discussions regarding their performance, other than a practicing lawyer or legal representative;
e) providing Staff Members with a reasonable opportunity to respond to any allegations of unsatisfactory performance and provide information regarding any mitigating circumstances they want taken into account; and
f) conducting discussions with Staff Members in a respectful and courteous manner.
68.12 A decision made, or step taken, in relation to concerns about a Staff Member’s performance that has not materially impacted any decision is not invalid only because it is inconsistent with this clause 68.