Frequently Asked Questions – Improving Performance

For Professional & General Employees

The process for improving performance for a professional or general employee is determined by the University of Western Australia Professional and General Employees Agreement 2017 (P&G Agreement) and relevant procedures. [hyperlink to procedure PDF]

Q I am a casual employee, does this affect me?

No, casual employees are not covered by the improving performance procedure or the process outlined in the P&G Agreement.

Q I am an employee who is on probation, does this affect me?

No, employees on probation are not covered by the improving performance procedure or the process outlined in the P&G Agreement.

Q How long will the process take?

There is no set time frame for the process of improving performance. The length of time will depend on a variety of factors and should be discussed between you and your manager.

Q Can I have a support person present in meetings?

You are entitled to have a support person attend formal meetings with you.

Q What should I do if I feel my manager is being unreasonable or unfair?

If you are unsure about the procedure or feel you are being treated unfairly, raise your reasons for believing this with your manager.

If you believe you are being bullied, the University’s procedures for managing bullying are available here. [hyperlink to bullying procedures].

Q What should I do during the performance management process?

You should actively participate in the process and comply with your manager’s directions. Review correspondence that your manager sends you confirming the outcome of meetings, and take note of tasks that you complete or instances that demonstrate your performance is improving in line with the agreed improvement measures.

Q How will I know if disciplinary action is being taken?

You will receive a Disciplinary Recommendation Letter that outlines any disciplinary action that is being recommended to the DHR. You have 5 days from receiving this letter to write a response to the DHR.

However, if the disciplinary action that is being recommended is termination of employment, you also have an alternative option of making submissions to an Independent Reviewer within 5 days of receipt of the Disciplinary Recommendation Letter.

Q Who is the Independent Reviewer?
The Independent Reviewer will be an individual chosen from the approved list.

**Q** What do I do if I think the disciplinary action is unreasonable?

Where you have reasonable grounds to believe that the disciplinary action imposed is unreasonable, you may choose to make a complaint. At first instance this should be raised with your manager, or alternatively with the relevant HR Business Partner.

**For Academic Employees**

The process of managing the improving performance of an academic employee is determined by the *University of Western Australia Academic Employees Agreement 2017* (*Academic Agreement*) and relevant procedures. [hyperlink to procedure PDF]

**Q** I am a casual employee, does this affect me?

No, casual employees are not covered by the improving performance procedure or the process outlined in the Academic Agreement.

**Q** I am an employee who is on probation, does this affect me?

No, employees on probation are not covered by the improving performance procedure or the process outlined in the Academic Agreement.

**Q** How long will the process take?

There is no set time frame for the process of improving performance. The length of time will depend on a variety of factors and should be discussed between you and your manager.

**Q** Can I have a support person present in meetings?

You are entitled to have a support person attend formal meetings with you.

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If you are unsure about the procedure or feel you are being treated unfairly, raise your reasons for believing this with your Manager.

If you believe you are being bullied, the University’s procedures for managing bullying are available [here]. [hyperlink to bullying procedures].

**Q** Who should I do during the performance management process?

You should actively participate in the process and comply with your manager’s directions. Review correspondence that your manager sends you confirming the outcome of meetings, and take note of tasks that you complete or instances that demonstrate your performance is improving in line with the agreed improvement measures.

**Q** How will I know if disciplinary action is being taken?

You will receive a Disciplinary Recommendation Letter that outlines any disciplinary action that is being recommended to the VC or SDVC. You have 5 days from receiving this letter to write a response to the VC or SDVC.
However, if the disciplinary action that is being recommended is termination of employment, you also have an alternative option of making submissions to an Independent Reviewer within 5 days of receipt of the Disciplinary Recommendation Letter.

**Q Who is the Independent Reviewer?**

The Independent Reviewer will be an individual chosen from the approved list.

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Where you have reasonable grounds to believe that the disciplinary action imposed is unreasonable, you may choose to make a complaint. At first instance this should be raised with your manager, or alternatively with the relevant HR Business Partner.

**For Managers**

The University has obligations under the *University of Western Australia Academic Employees Agreement 2017* and the *University of Western Australia Professional and General Employees Agreement 2017* in regards to managing an employee’s performance.

Please speak to your Human Resources Business Partner to obtain further information. The table below outlines the correct contact person for your Faculty.

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<thead>
<tr>
<th>Faculty</th>
<th>Human Resources BP</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Arts, Business, Law, Education</td>
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