

4.8 PERFORMANCE REVIEW & APPRAISALS:

During your employment with us your job performance will be regularly monitored by your immediate supervisor. This will show us how you are progressing and also enable us to maximise your strengths and help us to identify those areas where you may need additional training. Job performance is an important factor which we take into account during the annual review of pay.

4.9 STANDARDS OF WORK & CONTINUED CAPABILITY:

- Your Job Description, Training Programmes and our Policies combine to set the overall standards of work that we expect from our employees. This will be monitored through the Staff Performance Appraisal Programme. Any incidents of unsatisfactory standards at work will result in the individual concerned being subject to the Organisation's Disciplinary Procedure (see Part 7 of this Handbook and the Policy Manual).
- We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.
- If the nature of the job changes we will make every effort to ensure that you understand the levels of performance expected from you and that you receive adequate training and supervision. If we have concerns regarding your capability these will be discussed in an informal manner and you will be given time to improve. Following this, if your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if we are able to accommodate you. If there is still no improvement after a reasonable period of time and we cannot transfer you to other work you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained. Thereafter if improvement is not forthcoming after an agreed period of time you will be dismissed with the appropriate notice.
- Personal circumstances may arise which do not prevent you from attending work but which may prevent you from carrying out your normal duties, (e.g. lack of dexterity or general ill health). If such a situation arises we will normally need to have details of your medical diagnosis and prognosis so that we can have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained sufficient information regarding your condition and after consultation with you a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.