

# 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	<a href="#">Probation, performance and promotion</a>
Supporting policies	<ul style="list-style-type: none"><li>• <a href="#">Employment conditions</a></li><li>• <a href="#">Equal opportunity</a></li><li>• <a href="#">Ethics Statement</a></li><li>• <a href="#">Integrity and respect</a></li><li>• <a href="#">Leave and wellbeing</a></li><li>• <a href="#">Pay, benefits and entitlements</a></li><li>• <a href="#">Recruitment and appointment</a></li></ul>
Supporting procedures	
Supporting documents	<a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a>
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	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400