



Information Sheet Unsatisfactory Performance

Purpose

The purpose of this information sheet is to provide Managers/Supervisors with guidance on the requirements for unsatisfactory performance in accordance with Enterprise Agreement (EA) 2017-2021, clause 21 Unsatisfactory Performance.

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if there are any issues that you may not be aware of which may be impacting their performance. It is important that they have an

Unsatisfactory Performance

I have a staff member on a fixed term contract who has not performed satisfactorily in their position. I have concerns with them and the contract is coming to an end. I still need the work to be done. Do you think I should offer them further employment in the position?

Yes, probably. When there is an ongoing need for a position, if the staff member was employed in the relevant position through a competitive and merit based selection process and they have performed satisfactorily in that position, they are entitled to be offered a further contract.