



TASBURGH VILLAGE HALL - POOR PERFORMANCE POLICY

REVIEWED: 11/10/16

DATE OF NEXT REVIEW: 11/10/17

TVHMC PERSON RESPONSIBLE: TONY LACEY

INTRODUCTION

TVHMC expects all employees to do their job to the best of their ability

Employees whose performance is below average cause disruption and more work for others

APPLICABILITY

The policy applies to all employees, and also applies to other people who work at TVHMC e.g. self-employed staff, temporary staff and contractors.

THE POLICY

The terms of the Policy:

All employees will be given a job description or specification, specifying their tasks, responsibilities and standards of work

If your work performance is below an acceptable standard, TVHMC's Chairperson will speak to you and investigate the matter to ascertain the reason(s) for the poor performance

If the poor performance is due to lack of knowledge or skills, appropriate training will be provided, and timescales set for improvement and review. If there is no improvement alternative work will be considered. If there is no suitable alternative work available, your employment may be terminated

If your poor performance is due to conduct (e.g. attitude, inaccuracy, slowness), TVHMC's Chairperson will counsel you and set targets and timescales for improvement and review; if there is no improvement, TVHMC's Disciplinary Procedure will be invoked

You have the right to be accompanied by a fellow employee, an employee representative or a trade union official during a work performance interview. This representative may not act in any legal or professional capacity.

Cases of unsatisfactory performance which are found to be due to a single act of gross negligence or gross misconduct, may result in instant dismissal

In cases of poor work performance by people who are not direct employees of TVHMC, that person's true employer will also be involved in the above process

Poor performance or inability to work due to illness will be reviewed and appropriate action taken through referral to Health Care Professionals.

Unsatisfactory performance due to lateness or unauthorised absence will be discussed with TVHMC's Chairperson; if there is no improvement, TVHMC's Disciplinary Procedure will be invoked.