

# HR & OD POLICIES

human resources and organisational development



## Work Performance Ability Policy

Aberdeenshire Council endeavours to attain the highest standards of performance by all employees and, where appropriate, will deal efficiently and effectively with employee work performance ability issues through the application of this policy.

On occasion situations arise where an employee may not be performing their duties to the level that is required to deliver an acceptable standard of service. It is recognised that this can happen for a variety of reasons and this policy seeks to provide a fair and consistent method of addressing issues of employee work performance ability through structured support.

This policy is intended to complement and safeguard employees' legal rights.

**This policy applies to all employees of Aberdeenshire Council.**

# Work Performance Ability

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
01-09-2005	-	Creation of all Documents
01-08-2014	01-09-2005	Summary of changes: Revision of policy