Work Performance Ability

STAGE 1
Meet with the employee to ascertain the reason for the underperformance

Outcome 1
Lack of Ability

Outcome 2
Conduct or misconduct

Contact a member of HR&OD

Outcome 3
Underlying medical reason

Proceed to the Attendance Management Policy

Outcome 4
Personal and/or other domestic reason

Support the employee via the Employee Assistance Programme

STAGE 2
Counselling

STAGE 3
Review Meeting/s

Outcome 1
Agreed performance levels achieved

Outcome 2
Further time to improve

Outcome 3
Performance level below standard

STAGE 4
Work Performance Hearing

Outcome 1
Performance is of the required standard

Outcome 2
Further time to improve

Outcome 3
Redeployment

Stages 5 to 8 continued on next page
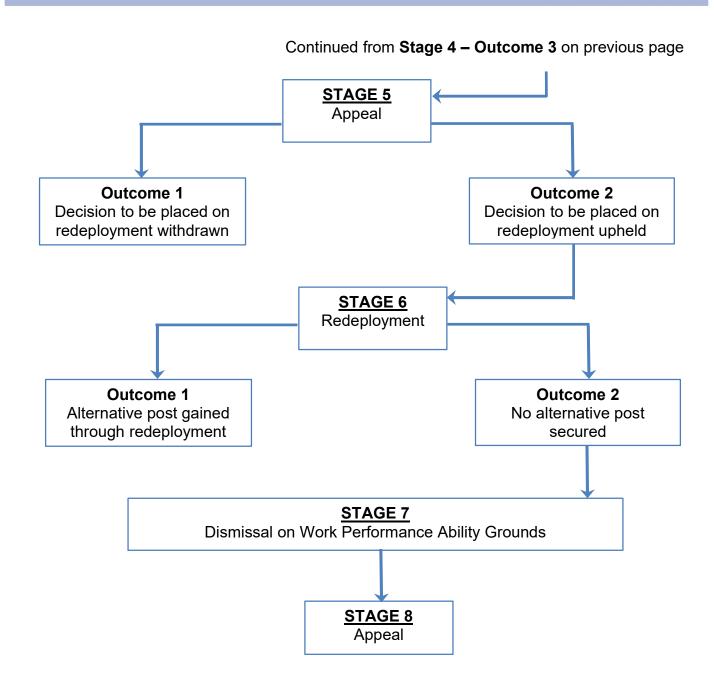
HR & OD POLICIES

human resources and organisational development

Continued from **Stage 4 – Outcome 3** on previous page

STAGE 5
Appeal

Outcome 1
Decision to be placed on redeployment withdrawn

Outcome 2
Decision to be placed on redeployment upheld

STAGE 6
Redeployment

Outcome 1
Alternative post gained through redeployment

Outcome 2
No alternative post secured

STAGE 7
Dismissal on Work Performance Ability Grounds

STAGE 8
Appeal