



Upper Great Southern Family Support Inc.

# Policy On EMPLOYEE SUPERVISION AND APPRAISAL

**Date Adopted:**

**Latest Date for Review:**

**Date Revised:**



Upper Great Southern Family Support Association Inc.

## Policies and Procedures

Policy and Procedure: <b>Employee Supervision &amp; Appraisal</b>	Date of Review:
Number of pages: <b>3</b>	Review Date:
Date Adopted:	

### Employee Supervision and Appraisal

#### Purpose of this Policy

The purpose of this policy is to set out specific procedures and performance standards to ensure that employees and volunteers of the organisation are properly supervised and their performance is regularly appraised. This policy is framed around Standard 8 of the Disability Services Standards (1993) and provides for the:

- Implementation of a performance based supervision system appropriate to the employee's duties and responsibilities.
- Documentation of the supervision process.
- Linkage of training and development goals to the supervision process.
- Linkage of performance appraisals to the supervision process and training and development goals.

#### The Policy

The following procedures are to be implemented to ensure that the organisation meets its policy objective of ensuring that all employees are properly supervised and appraised.

The organisation will:

- Establish formal supervision procedures for all organisation employees and volunteers.
- Ensure that every employee and volunteer is allocated a supervisor and receives regular supervision.
- Provide all employees in supervisory roles with appropriate written information and/or formal training on performance based supervision.

- Ensure that all volunteers receive regular supervision in a manner and at a frequency that is appropriate to their tasks and responsibilities.
- Ensure that all employees have a formal supervision management meeting every six (6) weeks with their allocated supervisor.
- Require the supervisor to maintain written records of the content and outcomes of each employee supervision session.
- Require the supervisor to maintain an Employee Training and Development Record for each employee.
- Complete a performance appraisal on all organisation employees at least every six (6) months.
- Include in the performance appraisal a rating of the employee's performance against the duty statement, outcome of training and development activities, employee strengths and areas for improvement, and recommendations for further training and development.

The following performance standards must be met to ensure that the procedures specified are implemented effectively:

- All new employees have been provided with a copy of the organisation's Policy on Employee Supervision and Appraisal.
- All employees and volunteers has a supervisor.
- Supervisors understand their role as a supervisor.
- Written records of supervision sessions have been maintained in an appropriate file by the supervisor.
- Employees have a written appraisal of their performance completed by their supervisor at least six (6) months and within one month of their appointment anniversary date.
- Any grievances have been addressed in accordance with the supervision and appraisal principles and procedures outlined in this policy and the Policy on Employee Complaints & Grievances.

#### **REVIEW OF THE POLICY**

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.