 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> Human Resources	Pages: [02] Version No: [01] Board Approved
	<b>Sub section:</b> N/A	Date: [16/09/2008] Signed: <i>[Signature]</i>
<b>Policy Title: Performance Review Policy</b>		<b>Author: Catherine Pont</b>

## 1. Scope

- 1.1. All YMCA of Sydney Staff & Volunteers

## 2. Policy Statement

The YMCA of Sydney is committed to the ongoing performance development and review for all YMCA employees. The YMCA aims to provide a comprehensive review of each employee's work performance through the annual performance review process.

Each and every YMCA of Sydney employee and volunteer will have the opportunity to participate in a Performance and Development Review as part of an annualized program that ties in the individuals understanding and work aptitude as prescribed in their Position Description.


The Annual Performance Review process is an integral component for effective staff management and needs to be a part of an ongoing process.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. A training plan is to be developed for each individual proceeding their Performance Development and Review to assist in achieving the agreed objectives
- 3.2. Performance & Development Reviews will be conducted in June and July for all employees
- 3.3. All Performance Development & Reviews need to be signed off by the reviewers direct supervisor and forwarded to Human Resources to be included in personnel files
- 3.4. Mandatory Operating Procedures relevant to this Policy are:
  - 3.4.1. Performance & Development Review Procedure; *'Will assist in standardizing the approach to Performance Development and Reviews for all employees and volunteers'*

## 4. Responsibilities & Delegations

- 4.1. Human Resources Manager;
  - a. To ensure that those responsible for preparing and conducting for Performance Development and Reviews have access adequate training for the process
  - b. Must ensure that the tools required to adequately and purposefully conduct Performance Development and Reviews are available through the YMCA of Sydney Intranet
  - c. Ensure that all Performance Development and Reviews conducted are forwarded to the employees master personnel file
- 4.2. Managers and Supervisors;
  - a. Must ensure each and every staff member and volunteer have the opportunity to partake in a Performance Development and Review process
  - b. Conduct the Performance Development and Reviews for staff and volunteers as per the YMCA of Sydney timeline
- 4.3. All Employees & Volunteers

 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> Human Resources	Pages: [02] Version No: [01] Board Approved
	<b>Sub section:</b> N/A	Date: [16/09/2008] Signed: <i>[Signature]</i>
<b>Policy Title: Performance Review Policy</b>		Author: Catherine Pont

- a. Partake in Performance Development and Reviews as requested or desired (for casual employees and volunteers)

## 5. Considerations & Legislation

- 5.1. Each employee status; full and part time it is mandatory to undertake a Performance Development and Review annually
- 5.2. Casual staff and volunteers may undertake a Performance Development and Review as desired or requested by direct supervisor
- 5.3. Applicable relevant state award conditions

## 6. Records Maintenance

- 6.1. Performance Development and Review documents are to be kept on each employees master personnel file
- 6.2. Training record to be maintained for all internal and external training for each and every employee
- 6.3. Personnel File to be kept and maintained for the term of employment plus 10 years after termination

## 7. Version History

Version	Date	Description of changes	Author	Effective Date
2	March 06	Performance Review	M. Heever	2.3.06
3	8/7/08	Policy replaces Performance Review	Adam Blatch	16.9.08

I endorse the Performance Review Policy

Name Catherine Pont  
 Management Area Manager

Signature *[Signature]* Date 16/9/08  
 Approving Manager

Signature *[Signature]* Date 16/9/08  
 Chief Executive Officer