

## Summary of upcoming changes template

### Policy and Procedure Register updates – Summary of upcoming changes to Employee performance and development policy

<p><b>1. Reason for new/updated policy or procedure</b> (select all that apply)</p> <p><input checked="" type="checkbox"/> Change to legislation/delegations   <input type="checkbox"/> Audit/review recommendation   <input checked="" type="checkbox"/> Due for review</p> <p><input type="checkbox"/> Change of policy/procedure requirements   <input type="checkbox"/> Other</p>	
<p>The recent public reforms have introduced five new public service directives and amended another six. These were released on 25<sup>th</sup> September 2020. The new Positive Performance Management Directive sets out the expectations for agencies to implement positive performance management principles in practice.</p> <p>The Employee Performance and Development policy has been updated to reflect the positive management principles and requirements of the Positive Performance Management (PPM) directive. These amendments coincide with timing for five-year review of existing policy.</p>	
<p><b>2. Summary of changes</b></p>	
<p>The policy has been updated to reflect the positive management principles and requirements of the Positive Performance Management (PPM) directive.</p> <p>Note that this policy has also been amended to align to the departments new policy document format.</p> <p>This policy does not include performance improvement or management of unsatisfactory performance (MUP). A review of MUP processes is occurring separately and will take place throughout 2021. Once amended and consulted, these aligned process links will be updated within the policy. Any changes to the MUP processes will be done in consultation with relevant stakeholder groups (including owner of this policy).</p> <p><i>Please note that these changes do not change the scope, meaning or purpose of the policy.</i></p>	
Policy Name	<p>Changed from <i>Employee performance, professional development and recognition policy</i> to <i>Employee performance and development policy</i>.</p> <p>This is to reflect naming conventions for existing processes across the business, as well as the “family” of policies on PPR website.</p> <p>Whilst there are alignments to professional development and recognition in the practice of performance, it is not necessary to call them out in the title.</p>
Policy Statement	<p>Inclusion of section 25, 2(a) of PS Act 2008</p> <p><i>Our leaders and managers promote best practice human resource management, through the application of positive performance management principles</i></p>
Principles	<p>Inclusion of Human Rights Act and positive performance management principles</p>
Requirements of managers	<p>Inclusion of PPM 6.1 (c)</p> <p>Inclusion of Section 186C of PS Act and Section 4.6 of PPM Directive</p> <p>Existing statements within the policy document reflect many of the principles and expectations established in the PPM Directive and remain unchanged.</p>

Definitions	Inclusion of definition of Positive Performance Management (PPM)	
<b>1. Impacts to roles and responsibilities</b> 1.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 1.2 If yes, select the type of change (select all that apply): <input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Managers, principals and supervisors	Positive performance management principles must be applied before taking disciplinary action for performance	2
Managers, principals and supervisors	Promptly communicating and documenting any gaps between actual and expected work performance and allowing reasonable time for an employee to self-correct.	4
<b>2. Communication and support for implementation</b>		
<ul style="list-style-type: none"> <li>• Link to updated policy to be on Performance and Development OnePortal page</li> <li>• Inclusion of updated policy in professional development that has information relating to departmental performance processes e.g. Management Foundations</li> <li>• Bulletin board message to all staff to advise of updated policy</li> </ul>		
<b>For further assistance, please contact:</b> <ul style="list-style-type: none"> <li>• Leadership and Performance, Organisational Development, <a href="mailto:performance.HR@qed.qld.gov.au">performance.HR@qed.qld.gov.au</a></li> </ul>		