**Managing Unsatisfactory Performance – Principals**

**Informal Process**

Unsatisfactory performance within one or more performance consideration alone will not usually warrant implementation of a formal MUP process. Unsatisfactory performance will be the subject of ongoing performance conversations between the principal and their principal supervisor or another departmental senior officer. The purpose of these conversations is to assist the principal in fulfilling their responsibility for:

* Identifying, acknowledging and accepting accountability for performance concerns
* Ascertaining any legitimate mitigating factors that may assist in explaining or dealing with concerns and
* Developing and implementing strategies to address identified issues

The principal is responsible for:

* Responding to and addressing performance concerns
* Identifying what existing assistance and/or resources are required to address the concerns and
* Ensuring appropriate monitoring mechanisms are in place for feedback on their performance, for example peer review and opinion surveys

The principal supervisor is responsible for:

* Reviewing the effectiveness of remedial strategies and
* Monitoring the principal’s performance

The informal MUP process is separate and distinct from the formal MUP process. However, the nature and duration of opportunities to respond to performance concerns and the effectiveness of remedial strategies may inform decision-making in the formal MUP process.

Principals will be advised of the intention to implement an informal MUP process and be provided with an opportunity to seek the advice and support of a union representative and/or colleague in all meetings during which matters pertaining to the informal MUP process are discussed.

Any records of the informal MUP process will be provided to the principal and may be retained on a principal’s personnel record. The principal will have an opportunity to submit a written response to any MUP record retained on their personnel record. Such information on a principal’s personnel file may not be relied upon as evidence of unsatisfactory performance in any decision-making process in relation to the principal’s employment in the absence of a formal MUP process being enacted.