



Managing Unsatisfactory Performance Procedure

Introduction

The laboratory is committed to ensuring that all employees are performing to the best of their abilities, and that their performance is aligned with the laboratory's mission, goals, and values. This Managing Unsatisfactory Performance Procedure sets out the steps that the laboratory will take if an employee's performance is unsatisfactory.

Purpose

The purpose of this procedure is to provide a framework for the laboratory's approach to managing unsatisfactory performance, and to set out the steps that it will take if an employee's performance is unsatisfactory.

Scope

This procedure applies to all employees of the laboratory, including full-time, part-time, and casual employees.

Procedure

If an employee's performance is unsatisfactory, the laboratory will take the following steps:

- The employee's supervisor will discuss the performance issues with the employee, and will provide the employee with feedback on their performance;
- The supervisor will work with the employee to identify the root cause of the performance issues, and to develop a plan to improve the employee's performance; and
- If the employee's performance does not improve, the supervisor will escalate the issue to the relevant manager.

If an employee's performance is unsatisfactory, the laboratory will take the following steps:

- The relevant manager will meet with the employee and their supervisor to discuss the performance issues;
- The manager will work with the employee and their supervisor to develop a performance improvement plan;
- The manager will provide the employee with regular feedback on their performance, and will monitor their progress; and
- If the employee's performance does not improve, the manager will escalate the issue to the HR department.

If an employee's performance is unsatisfactory, the laboratory will work with the employee to develop a performance improvement plan. The performance improvement plan will include the following elements:

- A clear definition of the performance issues;
- A plan to improve the employee's performance;
- A timeline for the employee to improve their performance;
- Regular monitoring and feedback; and
- Consequences if the employee's performance does not improve.

If an employee's performance does not improve after the performance improvement plan has been implemented, the laboratory may take the following actions:

- Provide the employee with additional training and support;
- Reassign the employee to a different role;
- Terminate the employee's employment; or
- Take any other appropriate action.

Conclusion

The laboratory is committed to ensuring that all employees are performing to the best of their abilities, and that their performance is aligned with the laboratory's mission, goals, and values. This Managing Unsatisfactory Performance Procedure provides a framework for the laboratory's approach to managing unsatisfactory performance and sets out the steps that it will take if an employee's performance is unsatisfactory.