

# CSR & Holcim Staff Association

## Members' Information Bulletin

**Topic:** Performance Management

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### Performance Management, what it can mean to you?

1. Performance review.
2. No Salary increase.
3. Record of interview on your personnel file.
4. Agreed Action Plan.
5. Three strikes and you are out.
6. Termination of Employment.

Any or all of these points can be raised with you by your manager at any time, when your manager is of the view your personal performance needs to be reviewed.

### What you should do?

1. If you are a member contact the Association and seek advice before you have a meeting with your manager.
2. If you are not a member contact the Association and find out how to join.
3. Never attend a performance review meeting without a witness.
4. Always keep a record of interview.
5. Always ask for a copy of the meeting minutes.
6. Never sign anything you don't agree with.
7. Always provide any of your responses in writing.

### What you must not do?

1. Never agree to any performance targets you cannot achieve.
2. Never resign without seeking advice from the Association.

The points above are a basic overview it is a complicated issue and your manager has the assistance of an HR Department. If you are a member seek advice from the Association. You may just want advice and if you want confidentiality you will get it. If you want our advice and assistance you will get that.

## Letters of Employment.

Lately we are seeing new letters of employment being given to members who have been caught up in a restructure of their business. Some letters provide for the same duties but under a new title. Others have a change in the structure of the current position description to accommodate a similar position with new duties.

## Advice!

1. Don't just accept any structural change of your current position description.
2. Please ensure you are able to perform the new role in line with the new position description.
3. If you have any doubts seek advice from the Association the new role may be beyond your current scope of training.
4. You may need to be retrained. If you need to be retrained get a commitment from your manager in writing training will be provided.
5. If the changes are significant and you know you cannot perform the new role, get advice from the Association on how to tell your manager.
6. Your old position may be redundant and you have the right to be advised that if there is no similar role you have the option of being retrenched and seek another position in a different part of the business or be offered a retrenchment package.

The Association office receives a lot of calls on this issue, sometimes we find members have signed a new contract without reading it. Some have found out too late they are not equipped to perform the new role. If in any doubt contact the office.

## CSR & Holcim Staff Association

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