



UNSATISFACTORY PERFORMANCE

[Changes to clause 8.1 in the University of Adelaide Enterprise Agreement 2017-2021 streamline the process for managing performance.](#)

[This information sheet provides a summary of the changes.](#)

Unsatisfactory Performance (Clause 8.1)

To enable a greater understanding of the process, the managing unsatisfactory performance clause has been streamlined and clarified. The clause retains a commitment to the importance of addressing unsatisfactory performance through informal means before progressing to formal performance management.

Changes to the clause include:

- An upfront statement to clarify that this process is not to be used for casual staff and staff in probationary periods.
- The number of formal counselling sessions reduced from 3 to 2. The First Counselling Session is followed by the Second and Final Counselling Session if there has been insufficient improvement in performance.
- The staff member now has 5 days to respond to the Performance Improvement Plan (PIP).
- The clause has made it clear that in instances where the staff member does not respond, the supervisor will implement the PIP.
- The clause retains the right to recommend disciplinary action if the staff member does not acknowledge the unsatisfactory performance or does not demonstrate genuine and sustained improvement.
- There has been a change to the disciplinary actions that can be reviewed. Only a recommendation to terminate employment is reviewable by an internal reviewer. No other disciplinary action is open to review.
- The staff member has 5 days to submit a written request for review.