

CAPABILITY POLICY



POLICY STATEMENT

1. Jesus College is committed to ensuring that staff achieve high standards of performance and are supported in this by their managers.

PURPOSE AND SCOPE OF POLICY

2. This policy and procedure deals with issues relating to an employee's:
 - work performance; and/or
 - attendance (including frequent intermittent or long-term health-related absences).
3. The policy sets out the procedure where there are concerns about an employee's capability to undertake their role and seeks to ensure that all parties have a clear understanding of the procedure and its requirements.
4. This policy applies to all employees who have completed their probation.
5. Managers must make clear to temporary agency workers the standards of performance and attendance that are required. Where there are concerns about their capability, the College may remove an agency worker from the College without recourse to this or other employment policies.

PRINCIPLES

6. The following principles underpin the Capability Policy and Procedure:
 - managers will provide or facilitate appropriate advice, guidance, training and support to their staff to assist them to reach the standards required;
 - managers will normally provide an opportunity for concerns to be addressed informally before recourse to the formal stages;
 - managers will deal firmly and fairly with performance concerns by following the formal Capability Policy and procedure, seeking advice or support from Human Resources;
 - where the employee has a disability, managers will ensure that reasonable adjustments have been fully explored and provided, where appropriate.

OUTCOMES

7. The outcomes of this policy are:
 - the achievement of the College aims and objectives are enabled through high performing employees;
 - performance concerns are dealt with in a fair and consistent manner;
 - the College acts in compliance with relevant statutory requirements.

MONITORING AND REVIEW

8. The College will monitor the formal stages of implementation of the Capability Policy and procedure and in particular formal decisions taken, for fairness and consistency