

MPS – Guidelines for the Management and Record Keeping of the ‘My Work Plans’

This document aims to clarify the appropriate management and record keeping of an employee’s ‘My Work Plan.’

Principles

1. Every staff member will have a supervisor for the purpose of management for performance as identified by the Head of Faculty/Centre and in accordance with the HR delegations;
2. Each ECU staff member will have a University hard copy file created upon commencement by Records and Archives Management Services (RAMS);
3. The ‘My Work Plan’ is an official University record for the purposes of:
 - Maintaining a consistent and unitary performance culture;
 - Identifying patterns of performance (both high and low) for individuals moving across the University for talent management and career planning; and
 - Documenting historical and contextual performance information in one location that is accessible to the appropriate individuals at the University (i.e. Line Managers etc); and
4. The University should be able to access staff work plans when appropriate and required.

Management of the ‘My Work Plan’

For staff occupying a single position – The University hard copy MPS file containing the staff member’s ‘My Work Plans’ and other related (e.g. RBDF) documentation (past and present) transfers with the staff member if they move substantively into other roles across the University and report to other Line Managers. For staff who transfer on a temporary basis, the hard copy file remains with the Line Manager of the substantive role, but access may be provided to the new (temporary) Line Manager.

For staff working in multiple positions - A ‘single file approach’ is recommended, whereby documentation is accessible by the staff member and their respective Line Manager(s).

Advantages of the ‘single file’ approach include:

- The security of the file and avoidance of multiple files located around the University with various Line Managers. In the event a staff member is managed by two (2) Line Managers, the University hard copy MPS file will be made accessible to both. The University hard copy MPS file should be stored securely with the primary Line Manager (as identified by the Head of Faculty/Centre unless otherwise determined in consultation with the two Line Managers) but is accessible to the other on request; and
- Provision of complete history – complete MPS history is recorded for a staff member under a single reference point.

For staff leaving ECU – As part of the Staff Clearance Form, the supervisor/ staff are to advise RAMS to reassign any official University files that have been assigned to them to the appropriate person in their work area. Exiting staff members/supervisors should forward the staff member’s MPS file to RAMS as soon as the staff member leaves ECU. Measures should be taken to ensure the file is transferred securely e.g. place in a secure envelope. RAMS will manage the file in accordance with the University’s policy for record retention and disposal.

The University hard copy MPS file for a staff member **IS**:

- Confidential and should be kept by the relevant supervisor(s) with copies of signed documents provided to the staff member; and
- Used to document the final ‘My Work Plan’ that contains the work objectives and assessments that are agreed between the staff member and the Line Manager. Where there are two (2) Line Managers, there may be two separate sets of documentation contained within the one file in a single location.

The University hard copy MPS file for a staff member **IS NOT**:

- Used to collect evidence of unsatisfactory performance. It **should not be** used to record poor performance issues or to list highly sensitive information.

For staff changing positions within ECU – Staff are to:

- Advise RAMS to transfer any official University files (other than the MPS file) that have been assigned to them to the appropriate person in their existing work area;
- Advise RAMS of their new report Line Manager so that the recordkeeping system can be updated; and
- Request that their existing Line Manager transfer their MPS file to their new Line Manager in the new work area.

Feedback on policy or guideline improvements should be directed to the:

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