

Performance, Development and Education Policy (MPF1227) & related Procedures

Call for Feedback from Employees



Key information about this consultation

- Open to **all University of Melbourne employees**
- The consultation will be of primary interest to professional employees (PASO)
- **Two** related policy and procedure documents are **available for feedback**
- **One** procedure is recommended **to be rescinded** as part of this update
- The consultation is open for **two weeks** from 10 October to 24 October
- **All feedback** can be provided by **email** to employment-policy@unimelb.edu.au

Summary of key changes by document

Performance, Development and Education Policy (MPF1227) – Revised

- Renaming the policy to update terminology and reorder activities.
- Reshaping the policy to cast its predominant focus onto professional employees, noting there are exceptions for a small number of academic employees in select senior executive leadership roles. The staff education scheme is however available to both professional and academic employees. These refinements are accomplished through clarifying the audience in the scope.
- Academic employees are redirected to the Academic Appointment, Performance and Promotion Policy ([MPF1299](#)) for their equivalent performance and development processes.
- Clearly delineate the Performance Development Framework (PDF) process for PASO employees into its dual purposes of supporting performance development and performance review discussions. This is accomplished through:
 - ensuring all employees and people managers engage in Performance Review and Development meetings during an 8-week window around February and July each year, and
 - ensuring performance development discussions are of an ongoing nature and focused on supporting the development of the employee.
- Incorporation of relevant procedural principles relating to study leave from the Staff Development and Training Procedure (MPF1149) which is recommended for rescinding.

Performance Planning and Review Procedure (MPF1147) – Revised

- The procedure relates to professional employees and a small cohort of academic employees in select senior executive leadership roles.
- Academic employees are redirected to the Academic Appointment, Performance and Promotion Policy ([MPF1299](#)) for their equivalent performance and development processes.
- Removal of procedural content relating to performance management which is now included within clause 1.38 of the Enterprise Agreement 2024.

Staff Development and Training Procedure (MPF1149) – to be RESCINDED

- A majority of the content of this Procedure ([MPF1149](#)) is superseded by the Academic Appointment, Performance and Promotion Policy ([MPF1299](#)) as relating to Special Studies Program (SSP) Leave.
- The remaining parts of this Procedure ([MPF1149](#)) have been either transferred into the governing Performance, Development and Education Policy ([MPF1227](#)) as a procedural principle or deleted if no longer relevant.

Feedback

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