

COMPLETING PERFORMANCE DEVELOPMENT PLANS (PDP) REMOTELY

HOW TO FINALISE THE 2019 TO 2020 PDP CYCLE FOR VICTORIAN PUBLIC SERVICE EMPLOYEES AND EXECUTIVES

With most of us working remotely due to the coronavirus, the way we work has temporarily changed. This may have had an impact on performance goals and targets.

Recognising this, Victorian Public Service managers can use this guide to adapt their PDP processes and still comply with PDP requirements set out in the Victorian Public Service Enterprise Agreement 2016 and Public Service policies.

When you adapt your process for end-of-cycle PDPs, you still need to comply with Section 24.3 of the Victorian Public Service Enterprise Agreement 2016, which says:

- The performance cycle is 12 months (1 July to 30 June)
- All employees must participate in the performance development and review process, including in the development of performance plans and conduct performance discussions and reviews

THINGS YOU CAN ADAPT

Ability to deliver on goals

The coronavirus means some staff may find it hard to achieve performance goals.

If a person can't achieve their goals due to circumstances beyond their control, be flexible.

Think about the person's situation and apply this thinking to their review.

Role changes

If a person was asked to do a new role because of the coronavirus, the role change shouldn't be a detriment to their performance.

Try and update their performance goals to reflect some of their new duties and responsibilities. But you don't need to rewrite their whole plan.

You can assess their performance based on their usual ongoing role or the role they were acting in before they were asked to change roles.

It's a good idea to reflect on a person's total performance over the year. And if they had a different manager, you can check in with that manager to assess the PDP.

Duty changes

If a person's duties change because of the coronavirus, try and update their performance goals to reflect their new duties and responsibilities.

But just like a role change, you don't need to rewrite their whole plan.

How you give your feedback

Staff have had to be agile, responsive and mobile to face the challenges of coronavirus and keep delivering for Victorians.

In their plans and performance conversations, use these traits as one way to focus your feedback.

Adjustments with remote working

Many staff have had their work–life balance impacted by the coronavirus, such as home-schooling kids, caring for others and so on.

This means some staff may have reduced, changed or adjusted their usual hours. They may also have asked for flexible working arrangements or to take leave.

This can also sometimes mean a manager may have asked someone to take on the tasks of another staff member.

None of these things should be a detriment to their performance. But you still need to reflect on a person’s total performance over the year.

Support for staff with disability

Staff with disability have also had to adjust to remote working arrangements.

Read [5 ways you can support them to work remotely](#) and use the suggestions to support your PDP conversation.

Managing underperformance

It can be hard to manage unsatisfactory performance in a time of remote working. And make sure you do it in-line with the Department’s policies.

If you need to talk with someone about their underperformance, think about the impact you may have on their wellbeing.

Consider things like:

- Are there adjustments you need to think about so they can perform the inherent requirements of the role
- Timing of the talk
- How you can support them in the discussion
- What their preferred method of communication is, such as via phone or video
- Can the employee take part in the conversation in a private space
- The way you give them feedback, such as formal or casual

For further information, managers can access the Managing Complaints, Misconduct and Unsatisfactory Performance policy and the Management of Unsatisfactory Work Performance common policy on [HRWeb](#).

THINGS TO KEEP THE SAME

Performance plans and review process

If someone is required to take part in the PDP process, they must still do so.

They can keep having informal and formal feedback about their performance.

Progression criteria

There are no changes to the *How you work out progression* and *Top of the value range payments*.

Staff on leave

If you have staff on leave during the coronavirus, treat them the same as if they took leave during a normal PDP cycle.

This means, only assess them based on when they were working.