

PERFORMANCE & DEVELOPMENT REVIEW SCHEME

ANNUAL ASSESSMENT AND PERFORMANCE PAYMENT

A performance payment will be awarded where employees meet the following criteria

OVERALL ASSESSMENT			
Performance Assessment Level	Behaviour Assessment Level		
1	1	=	1 increment where headroom in salary band or non-consolidated lump sum payment where no headroom in salary band
1	2	=	1 increment where headroom in salary band

Where employees are assessed at **Level 3** for either Performance and/or Behaviour, managers will undertake, where appropriate

- a review of the job role
- a review of the objectives and targets set
- develop an action plan with the employee and provide further support to improve performance and/or bring behaviours up to required standard.
- invoke the Capability procedure (contact HR for advice and support)