

RESPONSIBILITIES OF THE EMPLOYER AND EMPLOYEE IN THE EM&D PROCESS

EMPLOYER

- familiarising themselves with the EM&D process and seeking appropriate training and support to fulfil this responsibility
- supporting the employee to participate in the process
- ensuring this is a two-way process with a genuine intention to support employees achieve mutually agreed goals and outcomes
- delegating responsibility for all aspects of EM&D (including induction) to appropriate people within the organisation
- ensuring that appropriate resources are allocated to support employee development activities such as professional development, mentoring, facilitated discussions etc.
- ensuring that any requirements in the agreement requiring notification to or involvement of a union representative (for employees who may be members) in the EM&D process are followed
- adhering to applicable laws and standards including the Reportable Conduct Scheme and Child Safe Standards, awards or agreements in implementing the EM&D process
- maintaining confidentiality and ensuring all necessary documentation and records relating to the EM&D process are completed in a timely manner and stored securely.

EMPLOYEE

- reviewing information provided by the employer
- adequately preparing for (including self-assessment) and actively participating in the EM&D process
- making a genuine effort to resolve any differences with the employer in relation to performance evaluation, assessment and rating
- updating/communicating with the employer regarding any challenges or issues that may impact on their own performance as soon as reasonably possible
- completing required documentation
- undertaking agreed and approved professional development
- consider any obligations to their professions code of conduct and ethics, such as the Victorian Teachers Code of Conduct and Ethics.