



**Victorian  
Public Sector  
Commission**

# **How to finalise 2019 to 2020 PDPs in the Victorian Public Service**

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# How to use this guide

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With most of us working remotely due to the coronavirus, the way we work has changed.

This may have had an impact on performance goals and targets.

Victorian Public Service staff can use this guide to adapt their PDP processes and still comply with the law.

### **What the law says**

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.

### **How to use this guide**

Use this guide to adapt your own processes and policies.

Your organisation is still responsible for working out the best way to manage PDPs.

### **If you need help**

[Get in touch](#) for advice on this guide or how to adapt your PDP process.

# Things you can adapt

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### **Ability to deliver on goals**

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

Be flexible if a person can't achieve their goals due to circumstances beyond their control.

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 their 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 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 harder to manage unsatisfactory performance in a time of remote working. But you still need to do it in-line with your organisation'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:

- adjustments you need to think about so they can perform the inherent requirements of the role
- timing of the talk
- how to support them in the discussion
- their preferred method of communication, such as via phone or video
- having the conversation in a private space
- the way you give them feedback, such as formal or casual

If the PDP process is not handled well, you may make your staff member more stressed or the problems worse.

For more advice about managing performance, talk with your HR team and read the common policy on [Management of Unsatisfactory Work Performance \(DOCX, 62KB\)](#).



# Things to keep the same

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## **Performance plans and review process**

Your staff must take part in the PDP process if it's your organisation's policy.

Keep having informal and formal feedback about their performance.

## **Pay rise criteria**

There are no changes to 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.

## **Regular conversations**

Have regular check-ins with all your staff.

This is so you can discuss their PDP goals and performance, as well as their general wellbeing.

