



## 2. **APA** (Annual Performance Agreement)



CSIRO Staff Association

### The Know Your Rights series

This is the second in a series of fact sheets to assist CSIRO union members to better understand and enforce our rights at work. The source of these rights is the new CSIRO Enterprise Agreement 2011-2014 (EA). The APA process is covered at clause 37. Members are encouraged to read this clause in its entirety.

# Know Your Rights

### What are APAs intended to achieve?

APAs are intended to provide a framework to communicate work requirements, improve performance and agree training and development requirements as well as provide information or evidence for performance and development steps and performance rewards and promotions. The APA cycle is twelve months from July to June (clause 37a).

### Can I be represented at APA meetings with my supervisor?

Yes. Union members may have a Workplace Delegate represent them at APA meetings to assist in the resolution of issues. Non union staff may be accompanied by a colleague officer (clause 37b).

### Do I have to participate in the APA process?

Yes. With the exception of casuals and staff employed for less than three months, all staff are required to participate in the APA process. The deadline for review for the 2010-11 APA cycle is 31 August. The deadline for objective setting for the 2011-12 APA cycle is 30 September. Managers and staff who fail to make every effort to participate in the APA process within the required timeframes will not be eligible for performance rewards (clause 37c).

### Are training and development and 'corporate citizenship' activities recognised in the APA process?

Yes. The electronic APA form (eAPA) provides for agreement to learning, development and/or training activities, which must be a minimum of five days (exclusive of travel) in each APA cycle (clause 38). Further information on learning, development and training will be detailed in the next Know Your Rights fact sheet.

Where staff have 'corporate citizenship' roles such as Union Workplace Delegates, Health and Safety Representatives, Equity and Diversity Officers, First Aid Officers or Fire Wardens, these duties and responsibilities are recognised in the APA process and adequate time and resources must be provided (clause 37d).

### What happens if I disagree with my manager on any aspect of my APA?

In this instance, the next level manager will be called upon to consider the issue. If agreement can still not be reached, it will be referred to the next level manager. This can continue until it reaches the Business Unit Leader who will make the final decision (clause 37d). As a result of advocacy by the Staff Association, the eAPA will now contain three options for staff to elect: agree, disagree or 'requires further discussion', which will support the process of resolving APA issues.

Please turn over...

## **What if I am not successful in advancing to the next Performance and Development Step?**

Staff who participate and satisfy the requirements of their APA within the required timeframes automatically advance to the next performance and development step. If advancement is not approved, staff have the option of appealing to the Business Unit Leader for a reconsideration of the decision provided:

- the appeal is lodged within ten working days of being notified of the decision not to grant advancement to the next performance and development step;
- you have initially discussed your concerns with your supervisor and/or next level manager in an attempt to resolve the matter;
- the denial of the performance and development step was not resulting from disciplinary action (there is a separate process for appealing disciplinary decisions); and
- the appeal is regarding a single performance and development step.

The decision by the Business Unit Leader to either uphold or refuse the appeal is final and will be confirmed to staff in writing (clause 37f).

**Authorised by Sam Popovski, Secretary, CSIRO Staff Association, July 2011.**