Southern Health Santé Sud

Performance Management

Step 1
Communicate the concern (initial meeting, informal)
Care, concern & coaching provided to employee*

Did performance improve?

YES
Note your efforts

Continue to monitor performance

NO
Step 2
Non disciplinary Letter of Direction
Refer to previous informal discussions/coaching moments
Letter of Direction forms part of employee's personnel file
(see Contents of a Letter of Direction)

Did performance improve?

YES
Note your efforts

Continue to monitor performance

NO
Step 3
Letter of Discipline & Formal Meeting to Communicate Concern(s)
Ensure Union is made aware
Refer to previous discussions
Letter of Discipline forms part of employee's personnel file
(see Contents of a Letter of Discipline)

Did performance improve?

YES
Note your efforts

Continue to monitor performance

NO
Step 4
Short Suspension
Refer to previous discipline
Suspend for short period of time

Did performance improve?

YES
Note your efforts

Continue to monitor performance

NO
Step 5
Long Suspension
Refer to previous disciplline

Did performance improve?

YES
Note your efforts

Continue to monitor performance

NO
Step 6
Termination
Proceed with Termination

For more information on Performance Management, please contact LabourRelations@southernhealth.ca