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fact sheet

Performance Plans.....*Know Your Rights*

Performance Plans are being introduced into Service Field areas in Telstra. In these cases members should be aware of the following.

- If advised by management or your Team Leader about being put on a performance plan, request this in writing.
- Notify your Team leader that until this advice is provided in writing you will be carrying out work as normal, and working to the best of your ability and training.
- If you have any problems or Health & Safety concerns (especially where having to meet unrealistic targets) advise management in writing that you will be pursuing these as safety breaches.

The following points should be noted if you are asked to attend a meeting with your Team Leader or Manager :

- You should know the purpose of the meeting before proceeding, (e.g. One on One) and provided with a record of interview at the conclusion of the meeting.
- If the meeting is for other, purposes such as counselling or possible disciplinary action then you should seek advice from your Union Rep or the CEPU Branch office.
- You have the right to be represented and should have your own witness or support person attend the meeting with you to take notes.
- If the meeting is called at short notice, you can ask a trusted colleague to attend if there is no time to arrange for a union representative or local delegate.
- If you feel that you are being bullied or feel intimidated at any time during the meeting you should request that the meeting be concluded or deferred.
- Should you be asked to sign a record of interview or statement you are under no obligation to do so unless you agree that it is an accurate and fair record of what occurred.

.If you are directed to attend a one on one interview with your team leader or manager about your performance or work related issues then you are required to attend, as this is a lawful direction.

If the matter is related to alleged misconduct or unlawful activity then it may be serious and your management has an obligation to conduct an investigation and complete a record of interview. These may result in serious consequences such as a verbal or written warning or termination of employment.

The most important thing is you know your rights and seek independent advice. Above all make sure your are represented and don't sign anything that you are not sure of.

Any questions? Speak to our local union delegate or call your union office