

Staff Review & Remuneration Policy

The following policy provides a guideline as to how annual staff performance reviews and salary/contract fee reviews should be carried out

Terminology

Performance Review – also referred to as Performance Appraisal or Performance Evaluation – is a method by which the job performance of an employee is documented and evaluated. The purpose is to promote and provide useful feedback about job performance, to facilitate better working relationships, to provide an historical record of performance and to contribute to professional development.

Salary Review – is a meeting with an employee to assess their salary and decide if their salary/contract fee or other benefits should be increased

Badminton Oceania Staff

The Badminton Oceania (BOC) Secretary General (SG) to undertake all staff performance reviews, on an annual basis in the last quarter of the year; with an informal mid-year meeting to be held to discuss year to date progress towards KPI's

A performance review template to be used as the baseline for the review

The staff member and SG to agree a day and time for the review, at least 5 days in advance of the agreed day. When the day is agreed the staff member to receive an electronic copy of the template to be completed. The template to be returned to the SG no later than the day prior to the review either as a hard copy or electronically

The staff member and SG to meet and go through the completed performance review template, discuss any other relevant matters which arise and agree KPI's to be achieved for the following twelve months.

At the completion of the review the SG to complete the required parts of the review template, both the SG and staff member to sign the document. The SG to send a completed copy to the staff member and keep a copy on the staff member's file

Salary review

A performance review does not necessarily result in a salary review ie. Increase

No increase in salary does not necessarily reflect a poor or unsatisfactory level of performance

Factors to be considered when determining a salary/contract review:

- Performance – notably over and above baseline requirements and expectations
- Additional roles or jobs requested to undertake over
- BOC's budget and financial position
- The salary/contract fee paid to other staff members
- The salary/contract fee paid to people in similar roles in other organisations
- Date of last salary increase outside of the annual CPI increase; with a review to be considered as a minimum requirement at least every two years provided performance justifies the review/increase.

Secretary General

The Performance Review Panel comprises of the BOC President and one other person appointed by the Executive Board. The Performance Review Panel are responsible for undertaking the Secretary General's annual performance review including setting and agreeing the KPI's for the next twelve months.

Where possible the performance review should be done face to face at a time agreed between the President and the Secretary General, annually in the last quarter of the year. The time and place should be agreed at least 5 days in advance of the review. There shall also be an informal meeting between the Performance Review Panel, mid-year to discuss year to date progress towards KPIs; this may be done via a video call.

The Performance Review Panel shall determine the format of the review to be undertaken and shall advise the SG of this at the time of confirming the time and venue

The Performance Review Panel shall report a summary of the review to the Executive Board

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- BOC's budget and financial position
- The salary/contract fee paid to other staff members
- The salary/contract fee paid to people in similar roles in other organisations
- Date of last salary increase outside of the annual CPI increase; with a review to be undertaken least once every two years provided performance justifies the review

CPI Annual Increase – all staff and contractors

As approved by the BOC Executive Board on 10 November 2018 – all staff contracts are to include a clause to the effect of:

There will be an annual CPI salary/contract fee adjustment made as from 1 February each year based on the official CPI rate in New Zealand published for the previous calendar year. The CPI figure to be rounded up to the nearest .5% (ie. If the CPI is 1.8 the increase to be 2%, if the CPI is 2.2 the increase to be 2.5%)

If the CPI rate for the 12 months is negative, all staff salaries/contract fees remain the same – ie. They do not decrease

The Secretary General to advise all staff in writing of this increase on or before 1 February each year