

What is the difference between a Job Description and an FRE agreement?

13 Aug 2015

JOB DESCRIPTION:

- ⇒ Each post or group of similar posts should have one
 - ⇒ It is in a hard-copy format
- ⇒ It should be agreed upon and signed off by yourself and the line-manager from time to time
- ⇒ Always make a copy of the signed version for yourself and ease of reference
- ⇒ A line-manager can make changes to it in consultation with yourself
- ⇒ Once again changes should be signed for—always retain a copy for yourself

FRE CONTRACT:

- ⇒ Permanent council funded staff should have one
 - ⇒ It is in an on-line format
- ⇒ It is an annual process that requires parties setting an agreement that should be agreed upon and signed off on the system by yourself and your line-manager
 - ⇒ There is an on-line print option so that you can print a copy for ease of reference
- ⇒ Changes can be made on-line during the mid-year reviews
- ⇒ These changes should be agreed upon and signed off to finalise the mid-year review

NTEU visiting George campus—annual visit coming up ...

Members of the Branch Executive will be visiting Saasveld on 3 and 4 September.

Over and above a General meeting with members on the Thursday afternoon, an FRE discussion is also planned. Members are also encouraged to make individual appointments with the Executive members during this time.

We look forward to interacting with you during the visit.



FRE mid-year review

The mid-year process is in motion. You and your line-manager may therefore commence with reviewing the FRE-agreement.

If you've neglected to update your POE (Portfolio of Evidence), then it is very important that you update it now. That way you're making sure you'll be ready to interact with your line-manager when called in to do the mid-year review.

If you're not sure what all of this mean, keep an eye out for FRE training that would be made available soon.

IMPORTANT NOTE: FRE can ONLY be used to measure your performance during the current cycle. Do NOT accept any proof from a line-manager that is not from this particular cycle. The cycle started 1 Jan 2015. Similarly you CANNOT submit proof for anything that wasn't done in 2015 up till now. If you and your line-manager cannot come to an agreement, DON'T sign off on the review. A separate process will follow to resolve the impasse.

Good luck!

