

Submission of appeals: Performance outcome

Performance assessment for 2017/18

It was anticipated that the employer would finalise the process of the annual assessments of employees (salary levels 1 to 12) by 18 December 2018. Thereafter the letters of outcome would be issued to various Branches on 19 December 2018. The payment was expected to be made on or before 24 December 2018.

The employer issued the outcome of the assessments after the anticipated date of 19 December 2018 and most of members were already on leave. The PSA immediately consulted the employer on the possible extension of submission date of appeals against individual outcomes.

Members also approached the PSA to requests the extension until end January 2019, as the policy provides for appeals to be submitted within 21 days after receipt of the outcome. The rationale behind the requests for the extension was regarded by the employer as reasonably acceptable as most members in December 2018 were already on leave and others were to commence with their vacation from 2 January 2019.

Nevertheless, the employer emphasized the adherence to the provisions of the policy of submitting disagreements in writing to Chief Director: Human Resource Management (HRM) within 21 days after receiving the outcome of the assessment.

The Deputy Director-General: Corporate Service granted approval on 9 January 2019 that, subject to the policy provisions, all cases must be submitted **on or before 31 January 2019** to conclude the processes timeously.

Affected members are advised to submit their appeals on or before 31 January 2019.

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GENERAL MANAGER