

Performance Management Development Policy

The PSA has observed that most members find themselves unable to meet their target owing to a shortage of staff and inadequate resources allocated to their Departments because of cost-containment measures introduced by Treasury. Subsequently, members are allocated a performance score of 3, which affects their grade progression and performance bonus even though it is not their fault that targets are not met. Further, owing to reconfiguration of Departments, members are moved between sections, albeit on the same salary level.

Members will recall that Office of the Premier issued *Circular Number 20 of 2015: Approval and Implementation of PMDS Policy*, which dictates that if an employee changes jobs during the performance cycle, but remains at the same level, a new performance agreement (PA) must be entered into for the new role and the performance assessment should take both periods into consideration.

Only supervisors on salary level 7 or higher are authorised to enter into a PA with another employee on behalf of the Provincial Administration. The PA may be re-negotiated if the employee has not been in the job role for three months or more for any reason, for example; maternity leave, ill health, study, secondment, or travel unless this absence was built into the original agreement in terms of the PMDS Policy.

A PA can be amended as per *clause 7.4*, which states that performance in the Public Service takes place in a dynamic environment. Even though the initial PA is signed at the start of the performance cycle, significant changes and additions must on an on-going basis reflect in the PA and Workplan when there is a need.

The PA and Workplan are the basis of assessment, which must accurately reflect the employee's actual activities and outputs during the entire performance cycle. A changed PA must be signed by both employee and the supervisor.

Lastly, members should note that amendments to PAs cannot be made in the last quarter and members are advised to seek help in case of doubt.

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GENERAL MANAGER

