

PSA LINK

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PSA SHOP STEWARD NEWSLETTER

Making the most of PMDS in the Public Service

Shop stewards are often requested to assist members with enquiries regarding the Public Service's Performance Management Development System (PMDS). The process involves two aspects: **Pay progression** and a **performance bonus**. Employees enter into a performance agreement with supervisors on 1 April every year. This is followed by evaluations (between supervisor and employee) that should be done every three months between 1 April of a year and 31 March of the next year. **This exercise is compulsory for employees on salary levels 1 to 12.**

Who qualifies for pay progression?

- The marks awarded to an employee after summarising his/her evaluation report at the end of the evaluation cycle (31 March of a year) dictate whether an employee qualify for pay progression and whether he/she also qualifies for a performance bonus.
- Pay progression implies the awarding of one additional salary notch with effect from 1 July of a year, provided the employee has been rated as **satisfactory** (rating of average mark of 3), and is not already on the top notch of his/her salary level.
- To qualify for pay progression, an employee should have completed twelve months service on the current salary level as at 31 March of a year.
- Should an employee not have been informed of his/her shortcomings in writing, he/she must be awarded a rating of **satisfactory** and then qualifies for pay progression.
- Over and above the payment of pay progression, performance bonuses (cash amounts) are awarded to employees who have been evaluated with at least an overall rating of **above average** (4 marks and more). This bonus is payable during the course of the year following the year in which an employee was evaluated.

What to look out for during the process

- Employees should make sure the report is completed in pen (not pencil) before signing it.
- Any weaknesses identified by the supervisor in the employee's performance should be brought to his/her attention in writing.
- A supervisor may not award a mark of **unsatisfactory** (less than 3) to an employee if their shortcomings have not been brought to their attention in writing beforehand.
- It is the obligation of the supervisor to timeously identify and to take constructive remedial action, where objectives have not been met and to counsel such employee in overcoming the shortcomings.
- Employees should not sign the evaluation report if they are not satisfied with marks awarded to them. In this case they must register a formal grievance indicating the reasons for not signing the report.



The PSA cares

Factors that could prohibit payment of pay progression and performance bonuses

- It may happen that the salaries of employees are being upgraded to a higher salary level as a result of job evaluations which were done during the course of a year. Such employees do not qualify for pay progression for the year following their upgrading, but they still qualify for performance bonuses, should they still perform the same duties as before their upgrading.
- As a result of the implementation of the career-pathing system in the Public Service (PSCBC Resolution 3/2009), some employees qualified for grade progression to the next higher salary level. Such employees will not qualify for pay progression during the year following their grade progression.
- Employees evaluated as **unsatisfactory** (mark of 2 and less) do not qualify for pay progression, provided that they have been informed in writing about shortcomings.