



Reference: 20160208-7446
6/5/3/3
Enquiries: Call Centre

Strategic People Management Minute: 0002/2016

To: Deputy Directors-General; Chief Directors; Directors; Deputy Directors; Circuit Managers; Managers: Strategic Information, Governance and People Management; Heads: District Curriculum Support; Heads: District Learner Support; School Principals and all Public Service Staff

Subject: Importance of sound performance management

1. Following Strategic People Management Minute 0002/2015 of 09 March 2015 in respect of the three performance management systems relating to educators and public service staff, we attach the annual calendars for the SPMDS, PMDS and IQMS processes for 2016.
2. These calendars provide a guide to the required procedures and relevant due dates. Schools are kindly requested to adhere to submission dates given by districts in order to meet the deadlines indicated in the calendars.
3. Performance management is a system which links organisational strategies and goals to sub-unit goals and then to individual posts, and is aimed at giving direction to and enhancing individual performance, thereby increasing organisational and institutional effectiveness.
4. Continual performance management assists in:
 - establishing a culture of performance excellence;
 - improving awareness and understanding of expectations;
 - improving communication;
 - encouraging fair and objective assessment;
 - providing opportunities for development needs;
 - proactively managing unsatisfactory performance;
 - guiding and supporting employees; and
 - providing a basis for future decisions.

5. It is the responsibility of both the line manager (supervisor) and the employee to ensure that a performance agreement exists if it is a prerequisite of the applicable performance instrument. It is imperative that all line managers and employees ensure that performance evaluations are conducted regularly. All employees, whether appointed permanently, on probation or on contract, are subject to a performance evaluation and each performance rating must be based on evidence.
6. It is therefore compulsory for all line managers and supervisors, as part of their Performance Agreements (public service staff) or Work Plans (office-based educators), to have "Staff Performance Management" as one of their Key Result Areas (KRAs) or Key Objectives.
7. It is the responsibility of all line managers and employees to ensure that reviews and final evaluations are conducted as stipulated in the applicable performance management instrument. It is imperative that the due dates for submission of the required documentation are adhered to. Failure to meet these due dates will result in the implementation of pay progressions, grade progressions or performance bonuses (in the case of public servants) being delayed or not being awarded to the employee(s) concerned.
8. Failure by line managers or employees to submit the required documentation at all could result in an employee not being granted a pay progression or a performance bonus (in the case of public servants). If the line manager or the employee is found to be negligent in this regard, there could be punitive consequences for the person concerned.
9. Kindly bring the content of this minute to the attention of all staff under your supervision.

SIGNED: PA VINJEVOLD

HEAD: EDUCATION

DATE: 2016-04- 20