



INDIVIDUAL PERFORMANCE AND DEVELOPMENT AGREEMENT

NAME: Tommy Thumbs
 STATION: Spineview Primary
 HEAD OFFICE/EMDC: South
 PERSAL NUMBER: 00000000
 ID NUMBER: 000000 0000 000
 JOB TITLE/RANK: General Assistant
 DATE OF ENTRY INTO RANK: 30 August 1993
 SALARY LEVEL: 2
 NATURE OF APPOINTMENT: Permanent
 PERFORMANCE CYCLE: 1 April 2003 to 31 March 2004

REVIEW/APPRaisal TIMETABLE:

	FIRST QUARTER REVIEW	SECOND QUARTER REVIEW	THIRD QUARTER REVIEW	FOURTH QUARTER REVIEW	APPRAISAL
PERIOD	01/04/03 to 30/06/03	01/07/03 to 30/09/03	01/10/03 to 31/12/03	01/01/04 to 31/03/04	01/04/03 to 31/03/04
DATE OF REVIEW/ APPRAISAL	24 July 2003	8 October 2003	28 January 2004	9 March 2004	9 March 2004

**THIS DOCUMENT IS CONFIDENTIAL BETWEEN THE EMPLOYEE,
SUPERVISOR AND MANAGER**



INDIVIDUAL PERFORMANCE PLAN (IPP) 1 April 2003 to 31 March 2004

Name: Tommy Thumbs **Station:** Spineview Primary **Head Office / EMDC:** South

Job purpose: To render a support service and provide the most desirable and most cost effective environment in terms of the school grounds.

MAIN OBJECTIVES (KEY PERFORMANCE AREAS)	PERFORMANCE OUTPUTS	WEIGHT (PER PERFORMANCE OUTPUT)	ACTIVITIES	KEY PERFORMANCE STANDARDS (HOW ?)	TARGET DATE/ FREQUENCY	UNCONTROLLABLE FACTORES	EVIDENCE / INCIDENTS
<i>Critical areas in which an employee must perform to enable the component to function efficiently and effectively.</i>	<i>What should the result be that indicates that the main objectives had been achieved successfully?</i>	<i>Total weight = 100 % - reflects the importance & frequency of the individual output.</i>	<i>Specific activities, which need to be done in order to achieve the desired output.</i>	<i>Criteria (quantitative/qualitative) describing what is meant by performing one's job well.</i>	<i>Indicates a commitment date for completion of output.</i>	<i>Circumstances beyond the control of the employee and manager, e.g. budgetary constraints, disasters.</i>	<i>Collect relevant data to support level of performance. (To be used after planning phase in preparation for reviews and appraisal)</i>
Cleaning.	Cleaned classrooms, library, administrative block, school hall and toilets.	30%	<ul style="list-style-type: none"> • Sweeping. • Mopping. • Dusting. • Empty waste bins in classroom. • Washing basins and toilets. • Disinfecting toilets and passageways. • Vacuuming. • Refilling toilet paper holders. • Removing refuse. • Washing walls and doors. • Washing windows. • Polishing. 	<ul style="list-style-type: none"> • Spotless. • Quarterly spring cleaning. 	<ul style="list-style-type: none"> • Daily. • Quarterly spring cleaning to be completed by the following dates: 30.06.04 31.09.04 13.01.05 07.04.05 	<ul style="list-style-type: none"> • Lack of equipment. • Lack of bins. 	

I agree with the content of this Individual Performance Plan.

Jobholder: _____ Supervisor: _____ Manager: _____

Date: _____ Date: _____ Date: _____

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.

ANNEXURE A

MAIN OBJECTIVES (KEY PERFORMANCE AREAS)	PERFORMANCE OUTPUTS	WEIGHT (PER PERFORMANCE OUTPUT)	ACTIVITIES	KEY PERFORMANCE STANDARDS (HOW ?)	TARGET DATE/ FREQUENCY	UNCONTROLLABLE FACTORES	EVIDENCE / INCIDENTS
<i>Critical areas in which an employee must perform to enable the component to function efficiently and effectively.</i>	<i>What should the result be that indicates that the main objectives had been achieved successfully?</i>	<i>Total weight = 100 % - reflects the importance & frequency of the individual output.</i>	<i>Specific activities, which need to be done in order to achieve the desired output.</i>	<i>Criteria (quantitative/ qualitative) describing what is meant by performing one's job well.</i>	<i>Indicates a commitment date for completion of output.</i>	<i>Circumstances beyond the control of the employee and manager, e.g. budgetary constraints, disasters.</i>	<i>Collect relevant data to support level of performance. (To be used after planning phase in preparation for reviews and appraisal)</i>
Gardening/ maintaining ground.	Well-kept grounds.	20%	<ul style="list-style-type: none"> Mowing lawn. Planting flowers, grass, plants and shrubs. Irrigating garden. Removing refuse. Cleaning gutters. 	<ul style="list-style-type: none"> Neatly. Litter free at the close of day. Unblocked gutters. 	<ul style="list-style-type: none"> Every second Monday. Daily. Monthly during March to June. 	<ul style="list-style-type: none"> Lack of gardening equipment. Stormy weather. 	
Maintenance.	Minor maintenance done.	20%	<ul style="list-style-type: none"> Minor reparation to: locks, doors and fencing. Electrical fittings unblock drains, roofing and ceilings. 	<ul style="list-style-type: none"> Meticulously and all equipment, fittings etc repaired should be in working order. 	<ul style="list-style-type: none"> On day provision supplied Within 1 week, unless situation demands immediate attention 	<ul style="list-style-type: none"> Lack of required tools. 	
Safety and security.	Secured and safe environment.	20%	<ul style="list-style-type: none"> Lock doors. Activate alarms. Remove dangerous objects. 	<ul style="list-style-type: none"> Meticulous and in accordance with safety plan. 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Excessive vandalism and theft. 	
Support service.	Completed ad hoc tasks pertaining to the purpose of the post.	10%	<ul style="list-style-type: none"> Support at school functions/ extra curricula activities. Assisting with printing. 	<ul style="list-style-type: none"> Successful event preparation. Promptly, correctly. Copies to be collated in the correct order. 	<ul style="list-style-type: none"> According to the events roster, i.r.o the 40-hour workweek. As the situation demands. Quarterly, in preparation for exams. 	<ul style="list-style-type: none"> Dependant on other role-players. 	
<p>I agree with the content of this Individual Performance Plan.</p> <p>Jobholder: _____ Supervisor: _____ Manager: _____</p> <p>Date: _____ Date: _____ Date: _____</p>							

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.



INDIVIDUAL DEVELOPMENT PLAN (IDP) 1 April 2003 to 31 March 2004

Name: Tommy Thumbs **Station:** Spineview Primary **Head Office / EMDC:** South

IDENTIFIED TRAINING/ DEVELOPMENT NEEDS	ACTION <i>(What/how, and provided by who?)</i>	TIME FRAME <i>(A commitment period for the completion of programme / When?)</i>	DESIRED OUTCOME FOR	
			EMPLOYEE	INSTITUTION/COMPONENT/ DEPARTMENT
Problem solving skills required.	Mr T Thumbs will attend a CREATIVE PROBLEM SOLVING COURSE. The course will be provided by an external provider and funded by the WCED (WSP).	26 August 2003		
General Maintenance – Plumbing.	Mr T Thumbs will attend a minor PLUMBING COURSE offered by the foreman of a neighbouring school to all interested general assistants in the circuit.	27 September – 8 October 2003		

I agree with the content of this Individual Development Plan.

Jobholder: _____ Supervisor: _____ Manager: _____
 Date: _____ Date: _____ Date: _____

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.



PERFORMANCE REVIEW INSTRUMENT (Quarter) From _____ to _____

Name: Tommy Thumbs **Station:** Spineview Primary **Head Office / EMDC:** South

Date of Review :

PERFORMANCE OUTPUTS <i>(As in IPP.)</i>	PROGRESS <i>(Remarks not performance rating.)</i>	TRAINING OR DEVELOPMENT	DECISIONS AGREED ON
Cleaned classrooms, library, administrative block, school hall and toilets.	Acceptable, though needs to improve on how to solve problems.	Creative problem solving course.	Mr. X (Deputy Principal) will make a booking.
Well-kept grounds.	Acceptable. Grounds are generally neat.		
Minor maintenance done.	Acceptable. Maintenance in minor plumbing repairs needs to be addressed. Attended a basic electrical course last quarter and became very handy with electrical repairs.	Basic plumbing course.	Mr. X (Deputy Principal) will make a booking.
Secured and safe environment.	Commendable. Very cautious. Regularly inspects fence. Reports holes and mends the fence the same day.		
Completed ad hoc tasks pertaining to the purpose of the post.	Commendable. Very eager and obliging to help with venue preparations (seating arrangements, sound equipment etc.) for school functions/ extra curricula activities. Reflects good organising skills.		

I agree with the content of this Performance Review Instrument.

Jobholder: _____ Supervisor: _____

Date: _____ Date: _____

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.



PERFORMANCE APPRAISAL INSTRUMENT		1 April 2003 to 31 March 2004	
Name: Tommy Thumbs		Station: Spineview Primary	
		Head Office / EMDC: South	
PERFORMANCE OUTPUTS	WEIGHT (per Performance Output) %	OVERALL RATING (per Performance Output) (1-5)	WEIGHTED SCORE (=Weight x Rating)
Cleaned classrooms, library, administrative block, school hall and toilets.	30%	3 x .30	0.9
Well-kept grounds.	20%	3 x .20	0.6
Minor maintenance done.	20%	3 x .20	0.6
Secured and safe environment.	20%	4 x .20	0.8
Completed ad hoc tasks pertaining to the purpose of the post.	10%	4 x .10	0.4
	100 %		3.3 (Total weighted score)
OVERALL RATING FOR PERFORMANCE CYCLE	3	CATEGORY (Unacceptable = 1/Borderline = 2/Acceptable = 3/Commendable = 4/Outstanding = 5) : Acceptable	
I agree with the overall rating as reflected in this Performance Appraisal Instrument.			
Jobholder:		Supervisor:	
Date:		Date:	
Comments:			
Manager:			
Date:			

**Note: Any further substantiating information may be furnished by adding additional pages.
In case of disagreement, the appeal procedure may be followed.**