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Date : 27 March 2017
Leshupelo:
Umhla :
Datum :

Reference :
Tshupelo : S6.1.1
Isalathiso :
Verwysings:

Attention: ALL HOD's

ADDENDUM ON THE AMENDED PUBLIC SERVICE REGULATIONS

The Public Service Regulations (PSR) 2001 has been amended to give effect to the shortcoming of the Performance Management around Non-SMS employees hence the Public Service Regulation 2016 was approved and implemented effective from 1 August 2016.

The amendment to Public Service Regulation (71 to 73) directly impacts on the existing EPMDS policy. In the view of the aforementioned the amendments to the PSR will be included as an addendum to the existing PMDS Policy.

Please receive attached addendum to the PMDS Policy as discussed above which will be applicable with effect from 1st April 2017.

Yours faithfully

MR. JUSTICE BEKEBEKE
DIRECTOR-GENERAL



ADDENDUM TO PMDS POLICY WITH EFFECT FROM 1 APRIL 2017

PERFORMANCE MANAGEMENT FOR NON-SMS EMPLOYEES: (Levels 1 to 12)

Introduction & Background

- Chapter II, Section 3(1) and (2) of the Public Service Act, 1994, as amended provides that the MPSA is responsible for establishing norms and standards relating to among others employment practices for employees, including performance management. The MPSA can determine these norms and standards by making regulations, determinations and directives.
- In 2003, the DPSA developed a voluntary policy framework for non-SMS employees (salary levels 1 to 12), called the Integrated Performance Management Development System (IPMDS). This IPMDS could be used by departments in the absence of their own functioning systems. Following feedback that the IMPDS was too complicated, the DPSA developed a more user-friendly system, called EPMDS.
- During 2006 the EPMDS was reviewed and linked closer with the PMDS for SMS members. A number of national departments and provinces decided to adopt and adapt the EPMDS.
- The PSCBC Resolution 1 of 2012 (Wage Agreement for 2012/2013), it was agreed in clause 12.1 that “the employer will review the current PMDS for employees on salary levels 1 to 12.
- The Public Service Regulations (PSR) 2001 has been amended to give effect to the shortcoming of Performance Management around Non-SMS employees. The PSR 2016 has been approved and implemented effective 1 August 2016.
- Based on the amendments in terms of PSR 2016, the following amendments will be applicable to the Provincial PMDS Policy with effect from 1 April 2017.

CHAPTER 4, PART 5 OF THE REVISED PSR 2016: REGULATIONS 71 TO 73

A. SYSTEM FOR PERFORMANCE MANAGEMENT AND DEVELOPMENT - REGULATION 71 Sub-regulation 1- 5

1. An executive authority shall approve and implement a system for the performance management of employees, other than employees who are members of the Senior Management Service (SMS), in his or her department,
2. An EA shall approve the department's performance management system in the financial year prior to the cycle in which the system is to be implemented, and the EA may approve any deviations to the provisions of the system if it is not to the detriment of any employee,
3. An executive authority may also establish separate Performance Management Systems for different occupational categories or levels of work,
4. The cycle for performance management shall be linked to a financial year.
5. A performance management system subject to any determination by the Minister, shall provide for:
 - dimensions of performance assessments,
 - a weighting for the Key Result Areas and competency requirements,
 - monitoring the employee's performance on a continuous basis with oral feedback, at least quarterly if performance is satisfactory and in writing if unsatisfactory,
 - a written mid-cycle and annual performance assessment,
 - arrangements and structures for purpose of performance moderation,
 - approval of the annual performance assessments by **30 November** of the financial year following the year of the assessments

B. PERFORMANCE AGREEMENTS AND ASSESSMENTS – REGULATION 72 Sub-regulation 1- 15

(1) Entering into a performance agreement

- Two (2) months of the beginning of each financial year (31 May)
- New employees within three (3) of his/her date of appointment

(2) Appointments, secondments or transfers during the cycle

A new PA/ agreement of a similar nature shall be entered into for the new position and performance assessments shall take both periods of work into consideration.

(3) Contents of the PA

- A personnel number, job title, post grade as well as a clear description of the main objectives of the employee's job and the relevant outputs or key responsibility areas and competency requirements,
- A workplan – containing the outputs, activities and resource requirements,
- A PDP – identifies the developmental needs in terms of the inherent requirements of the job.

(4) Disputes on the contents of the PA

- Failure to sign a PA by the employee and his/her supervisor, a person shall be appointed within 1 month after the expiry of the due date of signing of PAs to consider the disputes,

Appointments of a person to deal with disputes shall be follows:

- **Dispute involving HOD of national department-** Appointment shall be made by the President, (Provided the person appointed is an EA, Deputy Minister or an SMS member),
- **Dispute involving Head of the Office of the Premier or a provincial departments-**Appointments shall be made by the relevant Premier (Provided the person appointed is an EA, Deputy Minister or an SMS member),
- **Dispute involving Other employees-** Appointments shall be made by the EA (provided the person appointed is an employee)

(5) Timeframe for considering the dispute

A person appointed shall consider the dispute within one month of his/her appointment and **recommend that a PA be signed**, to the following: President, EA/Premier and for other employees to the HOD.

(6) Signing of PA after resolving a dispute

Within two weeks, failing which the PA shall be deemed to have been signed from the date of the recommendation.

(7) Consequence of non-compliance

No employee shall qualify for performance incentives including pay progression if he/she has not signed a PA within the prescribed period.

- (8)** The supervisor and the employee shall ensure that annual performance assessments are finalised by **31 July** of each financial year following the year of assessment,
- (9)** The HOD shall ensure that the outcomes of the annual performance assessments are implemented by **31 December** of each financial year following the year of assessment,
- (10)** Acting appointments /secondments for a period of three months or longer, a PA must be amended to include the new roles and responsibilities,
- (11)** In a case of a non-SMS acting in an SMS post for three months and longer, a PA/workplan must be amended in terms of the departmental performance management system for non-SMS employees.
- (12)** If an employee is absent with permission for a continuous period of three months or longer, the employee shall be regarded as having performed satisfactorily for that period of absence within the performance cycle,
- (13)** An employee must be assessed by his/her supervisor for each performance cycle,
- (14)** An EA shall inform the employee of the outcome of his/her performance assessment,
- (15) Based on the outcome of the performance assessment, an EA –**
 - (a) May reward performance in terms of regulation 73,
 - (b) May where appropriate provide training and development of employees and
 - (c) Shall manage poor performance.

C. REWARDING PERFORMANCE - Regulation 73 Sub-regulation 1 – 4

- (1)** Each EA shall establish a performance incentive scheme to reward employees /any category of employees within the limits determined by MPSA,

(2) An HOD shall establish a written departmental performance incentive scheme as follows:

- Determining the nature, rules and control measures of the scheme,
- Communicating the nature and roles of the performance incentive scheme to all employees,
- Ensuring that employees who implement the quality and quantity control measures of the scheme are not entrusted with the implementation of that scheme in relation to themselves,
- Including provisions for the introduction of non-financial incentives, if deemed appropriate.

(3) The MPSA shall from time to time determine a percentage of a department's remuneration budget that shall not be exceeded for the purpose of granting rewards.

(4) The minister shall from time to time determine the maximum percentage of performance reward to be granted to employees/ categories of employees

This addendum is based on amendments made to the Public Service Regulations and is applicable with effect from 1 April 2017.



MR. J. BEKEBEKE

DIRECTOR- GENERAL

31/03/2017.
DATE