

FREE STATE PROVINCE



REFERENCE : LA
ENQUIRIES : Mrs A Wessels
Tel: : 051- 506 1413

TO: OFFICE OF MEMBER OF EXECUTIVE COUNCIL
HEAD OF DEPARTMENT
CHIEF DIRECTOR: CORPORATE SERVICES
CHIEF DIRECTOR: AGRICULTURAL EXTENSION AND DEVELOPMENT
HEAD: PROJECT MANAGEMENT UNIT
CHIEF FINANCIAL OFFICER
DIRECTOR: GLEN AGRICULTURAL INSTITUTE
DIRECTOR: VETERINARY SERVICES
DIRECTOR: SPECIALISED SUPPORT SERVICES
DISTRICT DIRECTOR : XHARIEP
DISTRICT DIRECTOR : MOTHEO
DISTRICT DIRECTOR : LETJWELEPUTSWA
DIRECTOR: DEPARTMENT SUPPORT
DIRECTOR: MANAGEMENT SUPPORT SERVICES
DISTRICT MANAGERS
SECTION HEADS/SUPERVISORS
ALL STAFF

HUMAN RESOURCE CIRCULAR NO OF 2005: PERFORMANCE & DEVELOPMENT PLANS

1. As you are aware the Performance and Development Management System for level 1-12 was implemented as from 1 October 2003.
2. According to the Performance & Development System an official must have a performance and development plan for at least 12 months of actual performance to qualify for a reward (a notch and/or a cash bonus). This implies that officials should have two performance plans (1 April 2004 to 30 September 2004 and 1 October 2004 to 31 March 2005) and an annual assessment, to qualify for a reward (1% notch or cash bonus) at the end of the evaluation period (31 March 2005).
3. Supervisors are kindly requested to submit the completed Annual End-of-Cycle Performance Assessment Forms (as well as the two Performance Plans) of all officials in their Section to Mrs A Wessels by no later than 30 April 2005. All assessment forms must be completed in pen, and no assessment forms completed in pencil will be accepted. All documents (annual assessments) must be signed by the relevant SMS member before submission.

4. Failure by supervisors (and officials) to ensure that evaluated Performance Assessment Forms are submitted, will result in employees not being considered for the allocation of a 1% notch or a cash bonus. Supervisors will have to bear the brunt should any inquiries arise after payments has occurred, where performance plans were not timeously evaluated. Attached is an example of all the documents that must be submitted (Annexure A and B).
5. Manager/Supervisors must ensure that new Performance & Development Plans for the time frame 1 April 2005 to 30 September 2005 are in place not later than 15 April 2005.
6. Your urgent attention will be appreciated. If any assistance is needed, please contact the Deputy Director: Human Resource Management.


HEAD OF DEPARTMENT

Date:

2005/02/29