



KZN EDUCATION

**UMNYANGO WEZEMFUNDO
ISIFUNDAZWE SAKWAZULU-NATALI**

ENQUIRIES: DR BC HLATSHWAYO

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DATE: 07/06/05

**To All: Heads of Office Personnel
Heads of Regional and District Offices
Heads of Circuit and Ward Offices
Heads of Directorates/Divisions
Principals of All Schools
Principals of All FET Colleges and Teachers' Centres
Chairpersons of Governing Bodies and Management Councils**

HRM CIRCULAR NO. 42 OF 2005

SUBMISSION OF APPRAISAL FORMS FOR PAYMENT OF 1% SALARY PAY

**PROGRESSION IN RESPECT OF PUBLIC SERVICE EMPLOYEES FOR THE PERIOD 01
APRIL 2004-31 MARCH 2005.**

1. Managers/Supervisors are requested to submit the performance appraisal forms for the 2004/2005 assessment year in respect of all eligible employees.
2. It is the responsibility of each supervisor to ensure that the performance appraisals of eligible employees are completed for the assessment year and must be submitted to the Personnel Components in the respective Regional offices/Head office.
3. Supervisors responsible for the completion of the performance appraisals are reminded that all employees who meet the following requirements are eligible for assessment and granting of the 1 % salary pay progression:
 - Completion of a continuous period of 12 months on his/her relative salary notch as at 31 March 2005 assessment year; and
 - Performing at least satisfactorily.
4. Supervisors are required to ensure that all appraisals for 2004/2005 assessment year are completed immediately. The prescribed performance appraisal forms are obtainable from the relevant Personnel Component and should clarity be required with regard to its completion, the official in the respective Personnel component as indicated hereunder may be contacted:

Ethekwini Region	: Mr N.L Khumalo	: 031 – 360 6103
Umgungundlovu	: Ms T. Govender	: 033 – 341 6436
Zululand Region	: Mr S.S.Mazibuko	: 035 – 874 3483
Ukhahlamba Region	: Mr T.D. Mazibuko	: 036 – 636 8004
Head Office	: Dr. B.C Hlatshwayo	: 033 – 876 5195

5. The completed appraisal forms must be forwarded to reach the Personnel Component in the Regional office /Head office on or before 08 July 2005. Failure to submit performance appraisals in respect of all eligible employees will be viewed in a serious light and the possibility of instituting disciplinary action against offending supervisors will be accorded due consideration.
6. Kindly ensure that the content of this circular is brought to the attention of all employees concerned.

NB: Managers/Supervisor's are humbly reminded not to exclude the lower level employees i.e. General Assistants and Drivers.

DR RC LUBISI
Superintendent - General