



KWAZULU-NATAL PROVINCE

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DIRECTORATE:

Performance Management

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NED Building 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5533 Fax: 033 846 5557 ENQUIRIES: MRS. N.V. HLONGWANE

TO: All Deputy Director-Generals
All Chief Directors and Directors at Head Office
All District Directors
All SMS Members

HRM CIRCULAR NO 34 OF 2020

SUBJECT: REMINDER: SIGNING AND SUBMISSION OF PERFORMANCE AGREEMENTS FOR 2020/2021 PERFORMANCE CYCLE IN RESPECT OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)

Dear Colleagues,

1. The performance of Members of Senior Management Service (SMS) is managed in accordance with the Chapter 4 of the SMS Handbook as amended with effect from 01 April 2018.
2. In terms of Chapter 4 of the SMS Handbook, all members of the SMS and their supervisors must annually enter into and sign their PAs on or before 31 May of each financial year. The relevant supervisor shall ensure that the signed PAs are submitted to their internal Human Resource Management (HRM) components on or before the end of the first working day following the due date for signing of PAs.
3. All members of the SMS are reminded that processes for the finalization and submission of their 2020/2021 Performance Agreements are underway, therefore all SMS Members must ensure they sign and file their performance agreements for 2020/2021 performance cycle by no later than **17 August 2020**. SMS members who do not comply with the due date of **17 August 2020** without showing good cause shall not qualify for any performance incentives, including pay progression for the relevant performance cycle (Sec 12.4.1- paraphrased – **Chapter 4 SMS Handbook**).
4. With reference to **DPSA Circular 17 of 2020**, an approval was granted to extend the due dates for the signing of **2020/2021 Performance Agreements** for HOD's, Members of the SMS and employees other than members of the SMS, due to challenges around **Covid 19 pandemic and the effects of Lockdown** as a result of the pandemic.
5. Paragraph 5 of **Circular 17 of 2020** indicates that; *signing of 2020/2021 Performance Agreements be extended by three (3) calendar months after the last day of the lockdown (16 April 2020) or the last day of the extension of the lockdown should it be so extended.*
6. Based on the current trajectory the country is on Level 3 Lockdown with effect from 01 June 2020, no date has been officially communicated regarding the last day of the lockdown, but it is common knowledge that limited economic activity has been undertaken on level 3 lockdown,



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which includes most Public Service departments resuming work both Nationally and Provincially.

7. It will be a prudent exercise for those SMS members who have not started the process of finalizing their 2020/2021 PA drafts, to immediately start the process to finalise drafts of their Performance Agreements so that, there is sufficient time to work on quality assuring the documents before final drafts are printed for submission to **Directorate: Performance Management Unit**.
8. SMS members are also reminded that; it is the responsibility of the member of the SMS as well as the supervisor to ensure that they both sign the PA within the prescribed due date. Failure to sign and complete a PA by either the supervisor or the SMS member on time will result in non-compliance with Chapter 4 of the SMS Handbook.
9. Based on the above; all SMS Performance Agreements are due on the **17th of August 2020**.

For ease of the process, SMS members are urged to adhere to the following steps:

NO	ACTION	RESPONSIBILITY	BY WHEN / DUE DATE
1	SUPERVISORS AND MANAGERS TO SHARE WITH STAFF IN THEIR UNITS/BRANCHES <ul style="list-style-type: none"> - The MT Strategic Plan - The Annual Performance Plans - Operational Plans - The Annual unit/Branch Budget 	UNIT/BRANCH HEAD	15 JULY 2020
2	IDENTIFY KRA, CMC & DEVELOPMENTAL AREAS	SMS MEMBER AND SUPERVISOR	03 AUGUST 2020
3	AGREE ON DISPUTE MEDIATOR		
4	AGREE AND SIGN THE DRAFT PERFORMANCE AGREEMENT, FURTHERMORE ATTACH A QUALITY ASSURANCE (QA) CHECKLIST		
5	IDENTIFY REVIEWS & ANNUAL ASSESSMENT DATES		
6	QUALITY ASSURANCE OF SMS PERFORMANCE AGREEMENTS OF THE BRANCH/UNIT	BRANCH HEAD WITH CHIEF DIRECTORS AND DIRECTORS	17 AUGUST 2020
7	SIGN-OFF OF CHECKLIST CERTIFYING ALL SMS PERFORMANCE AGREEMENTS FOR THE BRANCH	BRANCH HEAD	17 AUGUST 2020
8	MODERATION OF ALL SMS PERFORMANCE AGREEMENTS	SMS DEPARTMENTAL MODERATING COMMITTEE (HOD-DDG'S-DIR:PM)	21-28 AUGUST 2020

10. SMS members are therefore requested to submit their 2020/2021 Performance Agreement via their Branch Heads on or before the **17 August 2020**, these documents in turn should be submitted to **Ms. Nomkhosi Dlamini Office No 118, First Floor / Ms. Gugu Miya, Office No. 209, Second Floor, NED Building, 228 Pietermaritz Street, Pietermaritzburg.**



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11. Kindly ensure that the contents of this circular is brought to the attention of all SMS members.

Kind regards

Dr. E.V. Nzama

Head of Department: KZN Education

Date: 23/06/2020