



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCE MANAGEMENT
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Reference: S9/P
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DEPARTMENTAL CIRCULAR NO 31 OF 2013
(ISSUED BY THE DIRECTORATE: HUMAN RESOURCES MANAGEMENT)

MINISTER : (FOR INFORMATION)
DIRECTOR GENERAL : (FOR INFORMATION)
DEPUTY DIRECTOR GENERAL AND EQUIVALENT :
CHIEF DIRECTORS AND EQUIVALENT :
DIRECTORS AND EQUIVALENT :
ALL OFFICIALS :

PROGRAMME OF ACTION: EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

ACTIVITY	DUE DATE	RESPONSIBLE PERSON
1. Submit completed SMS mid-year assessment reports for the performance cycle 2012/13 covering the period April to September 2012 indicating the outcome of the assessment.	31 March 2013	Branch heads
2. Issue programme for the moderating committee meetings for SMS and levels 1-12 (dates and guidelines).	15 April 2013	D: HRM
3. Nominate managers to serve on the moderating committee meetings for levels 1-12 in the branches (Directorate Assessment Committee for levels 1-8 and Moderating Committee for levels 1-8 and Moderating Committee for levels 9-12 and submit names to the Directorate: HRM to arrange briefing sessions.	15 April 2012	Branch heads
4. Complete overall performance rating of the Department and Branches against APP and Operational Plans for 2012/13 performance cycle and submit the report to the Branch heads. The report will guide annual assessments of employees.	30 April 2013	Chief Director: Monitoring & Evaluation
5. Develop performance agreements (all employees) for 2013/14 performance cycle and align to APP/Operational plans of the branch/Chief Directories. The branch heads to ensure that the performance agreements are aligned to the APP/ Operational Plans and prescribed performance agreement format.	30 April 2013	Chief Directors and Branch heads
6. Complete compulsory briefing sessions for moderating committee members for levels 1-12.	15 May 2013	D: HRM

ACTIVITY	DUE DATE	RESPONSIBLE PERSON
7. Complete annual assessments of DDGs for 2012/13 performance cycle (including outstanding assessments) based on M&E performance ratings, Performance Agreements, APP / Operational Plans and submit assessment outcomes to the Minister for approval / concurrence.	31 May 2013	Director- General
8. Complete annual SMS assessments for 2012/13 performance cycle (including outstanding assessments) in accordance with policy directives and submit assessment reports together with supporting documents (Performance agreements, APP and Operational Plans) to the Directorate: HRM	31 May 2013	Branch heads and Chief Directors
9. Submit signed SMS performance agreements for 2013/14 performance cycle to the Directorate: HRM for capturing on Persal. Signing of performance agreements must be completed during May 2013. Branch heads will submit their branch performance agreements, and individual submission of performance agreements will not be allowed.	31 May 2013	Branch heads
10. Submit signed performance agreements for levels 1-12 to D: HR (in case of national offices) and D: Support Services in the PSSC (in case of provincial offices). Chief Directors will submit their chief directorates' performance agreements, and individual submission of performance agreements will not be allowed.	31 May 2013	Chief Directors
11. Complete annual assessments for salary levels 1-12 for 2012/13 performance cycle in accordance with policy directives and submit completed assessment reports together with supporting documents (Performance Agreements, APP and Operational Plans) to the Directorates: HRM (in case of national offices) and Support Services in the PSSC (in case of provincial offices) for further attention.	31 May 2013	Chief Directors and Directors
12. Complete moderation of SMS annual assessments in accordance with policy directives, and submit moderated (signed) reports to the Directorate: HRM for further attention.	30 June 2013	Branch heads and Chief Directors
13. Capture performance agreements of all employees on Persal and complete the process by 30 June 2013.	30 June 2013	D: HRM /D:SS
14. Complete moderation of annual assessment reports for levels 1-12 in accordance with policy directives and submit moderated (signed) to the Directorates: HRM (in case of national offices) and Support Services in the PSSC (in case of provincial offices).	31 July 2013	Chief Directors Branch heads to ratify assessment reports before submitting them to the said Directorates
15. Complete and submit first quarterly assessment reports for levels 1-12. Directors will submit their directorates' quarterly assessment reports, and individual submission of the reports will not be allowed.	31 July 2013	Directors

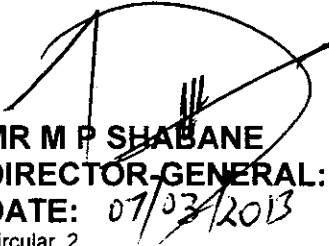
ACTIVITY	DUE DATE	RESPONSIBLE PERSON
16. Attend to outstanding appeals against assessments and submit outcomes to the Directorates: HRM (in case of SMS and national offices) and Support Services in the PSSC (in case of provincial offices).	31 July 2013	Branch heads and Chief Directors
17. Process payment of performance incentives and complete the process by 30 August 2013.	30 August 2013	D: HRM/D: SS
18. Complete and submit second quarterly assessment reports for levels 1-12. Directors will submit their directorates' quarterly assessment reports, and individual submission of the reports will not be allowed.	30 October 2013	Directors
19. Complete and submit third quarterly assessment reports for levels 1-12. Directors will submit their directorates' quarterly assessment reports, and individual submission of the reports will not be allowed.	31 January 2014	Directors
20. Complete and submit mid-year SMS assessment reports for the 2013/14 performance cycle. Branch heads will submit their branch reports, and individual submission of the reports will not be allowed.	30 October 2014	Branch heads
21. Ensure capturing of compulsory information on employee performance management on the Persal System as prescribed (performance agreements and quarterly assessment reports).	Ongoing	D:HRM / D: SS
22. Monitor implementation of the programme of action and submit progress report on monthly basis.	Ongoing	D: HRM / D: SS

Please note the following:

1. All senior managers are urged to complete the above-mentioned activities by the due dates and ensure effective implementation of the employee performance management system.
2. The capturing of performance agreements and performance assessment reports on the Persal System is now compulsory in terms of the circular minute received from the Department of Public Service and Administration (DPSA) DPSA will draw a Persal report on 1 July of each performance cycle and use Persal information to advise on employee performance.
3. Employees who do not submit their signed performance agreements by 31 May shall not qualify for any performance incentives, including pay progression for the relevant performance cycle. The head of the department is obliged to appropriate disciplinary action in terms of section 16(A) (2) of the Public Service Act, 1994, (as amended) against employees who fail to submit performance agreements

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4. As indicated above, we are changing the way we did assessments in the past. The assessments will start with top management and cascade to the lower levels. The Chief Directorate: Monitoring and Evaluation will conduct overall assessment of the department and branches and submit assessment rating to the branch heads. The M&E assessment rating of the branches will guide assessments of top management, chief directors, directors and lower levels.



MR M P SHABANE
DIRECTOR GENERAL: RURAL DEVELOPMENT AND LAND REFORM
DATE: 07/03/2013

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