

## INDIVIDUAL PMS POLICY



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DATE: 23/06/2021

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## 1. PURPOSE OF POLICY

The aim of this Performance Management Policy and Procedure Manual is to provide the principles, prescripts and the process applicable to the performance assessments of employee, as well as the allocation of performance incentives to eligible employees

## 2. OBJECTIVE OF POLICY

The overall objective of implementing and sustaining an effective Individual Performance Management System is:

2.1 To build human capital at strategic and operational levels throughout the municipality.

2.2 To build organisational capital in line with the vision and mission of the municipality

2.3 To cascade PMS to lower levels

2.4 To recognize and reward performance of all employees

2.5 To monitor and measure performance against set targeted outputs

## 3. SCOPE

This policy is applicable to all employees of Mphashe Local Municipality. More specifically, this policy shall be applicable to following categories of employees:

3.1 Employees referred to in the Municipal Systems Act as Section 56 Employees i.e. the Municipal Manager and the managers reporting directly to the Municipal Manager;

3.2 Employees who are permanent employees of the Municipality and fall within the ambit of the Local Government Collective Bargaining Council; and

3.3 Employees who are employed by the Municipality on fixed term contracts and fall outside of the Local Government Collective Bargaining Council.

## 4. POLICY DEFINITION

Assessment Cycle	1 July – 30 June, being the time period that is planned, monitored, reported on and assessed.
Core management competencies	Framework in the sense of a set of generic management competencies applicable to all staff in the SMS.
Performance Agreement	Links an individual's performance plan to organizational goals, and includes an explanation of the expected outcomes required to achieve effective performance.
Performance Review	A progress review is a structured and formal process in which the staff member receives feedback on his/her performance. This provides an opportunity for

	improvement before the annual review takes place
Performance Plans	The signed agreement between manager and employee of the standard of work to be completed during the assessment cycle.
Personal Development Plan	A personal development plan outlines the areas in which improved levels of competence are required and processes for ensuring improvement.
Performance Management Cycle	The performance management or assessment cycle describes the three phases through which PM moves: planning, monitoring, review and annual assessment. It must correspond with the financial year – 1 July to 30 June.
Performance Management Framework	The Performance Management framework describes the various components of the system and includes mechanisms for linking departmental plans to provincial strategic goals, and individual performance plans to departmental plans.
Rating Scale	The rating scale is a standard scale for rating employees' performance in relation to specific categories of performance. Rating scales are often used to introduce a degree of comparability into systems for performance assessment.
Strategic Objectives	Strategic objectives are concrete statements that describe specific results to be achieved. They serve as a basis for clarifying intentions, planning, guiding activities, and for assessing achievement.
Targets	Targets are agreed upon quantitative or qualitative deliverables within a specific timeframe. They support performance indicators by describing the optimal level of performance required.
Vision	Vision refers to the long term impact desired by an organization.
Points Scale	The point's sale is a tool to be used when rating performance during the evaluation process.
Progress review	A progress review is a structured and formal process in which the staff member receives feedback on his/her performance, thereby providing an opportunity for improvement before the annual review takes place
Quantitative and qualitative measures	Quantitative measures tell you "how much" or "how many" you have done while

	qualitative measures tell you “how well” you have done it.
Actions	Actions are the activities or steps undertaken towards achieving the products or services that need to be delivered. They are the building blocks of the key performance areas.
Indicators	Indicators describe what is expected in terms of satisfactory performance. They set the required level of performance.
Performance management and development	Performance management and development are all those processes and systems designed to manage and develop performance at the level of the public service, specific organizations components, teams and individuals.

## 5. LEGISLATIVE FRAMEWORK

- 5.1 Section 152 of the Constitution of SA
- 5.2 Municipal Systems Act – ACT 32 OF 2000
- 5.3 Local Government: Municipal Financial Management Act,
- 5.4 Municipal Regulations on Minimum Competency levels
- 5.5 Local Government : Municipal Systems Amendment Act, Act 07 of 2011
- 5.6 Legislative and Regulatory Framework for Performance Management
- 5.7 White Paper on Local Government (1998)
- 5.8 Batho Pele (1998) 1.3.4
- 5.9 Municipal System Act, 32 of 2000
- 5.10 Municipal Planning and Performance Management Regulation (2001) 1.3.
- 5.11 Municipal Performance Management Regulation (Government Gazette No: 29089 1 August 2006)
- 5.12 Municipal Finance Management Act (2003)
- 5.13 Municipal Finance Management Act (circular 13) SDBIP

## 6. POLICY PROCEDURE

The policy and procedure are focusing on planning and measuring the performance of all employees within the Municipality: The Performance Management Policy allows managers and staff to assess individual performance against agreed-upon goals; encourages open communication between managers and individuals on performance; recognizes individuals for their contribution towards achieving Mbhashe Local Municipality’s goals; promotes skills development through training and development activities and supports individual career interests and development.

## **7. GENERAL POLICY PROVISIONS**

Employees will derive specific benefits from a PMS in that it would:

- 7.1 Provide better insight in the job and clarify the duties and responsibilities associated with the job;
- 7.2 Enable employees to see where he/she fits into the municipal structure and contributes to achieve the development objectives of the Municipality as per the IDP;
- 7.3 Assist employees to discover their own strengths, to recognise their weaknesses and to develop the knowledge, skills and attitudes to overcome these in order to fulfil their potential;
- 7.4 Enhance individual career development through informed decision-making and focused training; and
- 7.5 Enable employees to make full use of the opportunities presented by the implementation of employment equity.

## **8. PROCEDURES FOR IMPLEMENTING POLICY**

### **8.1 CYCLE**

#### **8.1.1 Planning**

This involves the development of an organizational strategic plan that logically rolls down and translates indicators to functions, departments and ultimately Section 56/57 Senior Managers and operational plans of all managers and officials within the organization. This includes both strategic and operational objectives of the organization.

#### **8.1.2 Monitoring & Reviewing**

In order to monitor, it is necessary to put mechanisms and systems in place to monitor implementation of plans. This includes ongoing reporting frameworks, tracking systems and feedback mechanisms and involves a systematic process of reviewing achievements against stated plans and understanding the reasons for the variance. It also involves adapting to new developments and incorporating them into existing or new plans.

#### **8.1.3 Evaluating and Assessment Measuring**

is about the measurements of targets that have been set. Measurement includes mechanisms such as self-assessment supervisor's assessment and evaluation panels-assessment.

#### **8.1.4 Reporting**




It involves the regular, structured formal and informal feedback and accounting of the activities of the municipality to its stakeholders in order to ensure compliance, transparency and good governance.

### **8.2 PERFORMANCE REWARDS**

6	-	Gold medal and 5 special leave days
5	-	Silver medal and 4 special leave days
4	-	Bronze medal and 3 special leave days
3	-	No rewards
2	-	No rewards
1	-	No reward

## 9. POLICY GOVERNANCE

### Individual PMS Policy

<b>Policy Title</b>		
<b>Policy Version</b>		
<b><u>Role &amp; Process</u></b>	<b><u>Responsible Individual Name and/or Date</u></b>	<b><u>Responsibility Accepted Signature</u></b>
<b>Senior Manager Corporate Services</b>	Ms N. Mahlathi - Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
<b>(UNIT) eg. Manager Human Resources</b>	N. Hanise	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
<b>Comments</b>		