



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za) Tel: 040 608 4753 Fax: 040 608 4690

Enquiries: FA Ngewana

Date: 10 APRIL 2019

**INTERNAL MEMORANDUM**

**TO :** ALL SMS MEMBERS (SL 13 – 16)  
ALL STAFF MEMBERS (SL 1 – 12)

**FROM :** ACTING CHIEF DIRECTOR: HRM & D

**SUBJECT :** THE EPMDs REQUIREMENTS TO BE MET BY EMPLOYEES  
PRIOR PAYMENTS OF PERFORMANCE INCENTIVES/  
BENEFITS

- .....
1. This PMDS memo seeks to inform all staff that the main objective of the EPMDs is to improve service delivery through enhanced management of performance. It therefore provides a framework of assessment for identifying good and poor performance, and to act appropriately through development and the recognition and rewarding of good performance.
  2. The annual performance contracts form the basis for performance incentives such as pay progression and bonuses for employees meeting the documented outputs.
  3. Annual assessment will only be considered when accompanied by a performance contract, personal development plan (PDP), implementation progress reports and 2 mid-year/ half-year reviews with performance progress reports as portfolio of evidence, and will be done once department performance or programme performance has been assessed.
  4. Performance rewards may only be awarded to employees who have completed an assessment period of 12 months from 1 April to end March.
  5. Performance of an employee shall be reviewed on a mid-yearly/ half-yearly basis for the two semesters of a financial year which must be accompanied with portfolio of evidence (reports, letters, invitations, memo's, attendance registers, meeting minutes, any other tangible evidence) to track performance against targets and identify developmental needs.
  6. Management of the EPMDs cycle (Non-negotiables) puts emphasis on the following:
    - A. All employees must sign performance agreements/contracts on or before 31 May / by the 31<sup>st</sup> of May, and 30 April for Office-based educators.
    - B. All performance assessments (appraisals) for the previous performance management cycle should be completed by 30 April annually.
    - C. Moderation of appraisals for the previous performance management cycle should be completed by 30 June.
    - D. All employees who fail to complete a signed performance agreement by 30 June will be disqualified from receiving any performance rewards and will be disciplined for policy non-compliance.

- E. Performance Reviews – must be done half-yearly in writing during the EPMDS cycle.
  - F. Each performance review must be done by the 30th of the month following the semester that is under review (October and April). Therefore two (2) reviews must take place in an EPMDS cycle.
  - G. The appeals procedure must be clarified to staff members at the contracting phase of the EPMDS cycle.
  - H. Grievances in respect of contracting are to be addressed in terms of the grievance procedure.
  - I. All staff must have job descriptions.
  - J. All performance management related information such as Performance Agreements, PDP's, performance reviews and performance appraisals must be captured on PERSAL to ensure data integrity.
7. Qualifying criteria for awarding performance incentives and rewards such as bonus and pay progressions are performance rating of 4 and above:
- a) All aspects of point 6 must be adhered to.
  - b) Employees engagement in a 12 months cycle from 1 April to 31<sup>st</sup> March in a financial year.
  - c) Employees must be on the same salary level for the performance cycle from 1 April to 31<sup>st</sup> March in a financial year.
  - d) Employees who qualify for bonus but do not qualify for pay progression are:
    - I. employees acting in a higher position for the entire performance cycle from 1 April to 31<sup>st</sup> March and assessment must be based on the previous salary level;
    - II. employees salary levels affected by post elevation through JE during performance cycle from 1 April to 31<sup>st</sup> March and assessment must be based on the previous salary level.
8. Qualifying criteria for awarding pay progression are:
- (i) Performance is fully effective with a rating of 3 and above
  - (ii) Criteria in point 6 are fully met.

Your usual co-operation in this regard is appreciated.



MR N TSHIBO

ACTING CHIEF DIRECTOR: HRM & D

11/04/2019