



OFFICE OF THE DIRECTOR HUMAN RESOURCE DEVELOPMENT

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**TO: OFFICE OF THE HONOURABLE MEC
ACTING HEAD OF DEPARTMENT
CHIEF FINANCIAL OFFICER
ALL DDG'S
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL OFFICE BASED EMPLOYEES
ALL SCHOOL BASED EMPLOYEES
ALL ORGANISED LABOUR**

FROM: ACTING DIRECTOR – HRD

**SUBJECT: UPDATE ON THE PAYMENT OF 2021/2022 PERFORMANCE CYCLE
PERFORMANCE INCENTIVES**

DATE: 28 SEPTEMBER 2022

1. This memo serves as an update on the payment of performance incentives for the 2021/2022 performance cycle.
2. Performance management is adopted as a process of harnessing all available resources within the department and ensuring that these perform to the maximum to achieve departmental goals and objectives.
3. According to the Performance Management Development System (PMDS) policy, all employees must sign performance agreements on or before 31 May of each year, do performance reviews in writing during the PMDS cycle and complete performance assessments for the previous performance management cycle by 30 April of each year.
4. School-Based Educators performance is assessed through the Integrated Quality Management System (IQMS) and Quality Management System (QMS)
5. Human Resource Development (HRD) has a mandate of implementing performance management which entails managing employee performance and rewarding performing employees.
6. Performance management also entails developing employees who would not have performed to satisfactory standards.



7. HRD has started the process of finalising payments for performance incentives for all employee categories within the department.
8. Performance incentives which are being processed for implementation are as follows:

Occupational category	Number of Qualifying	Performance tool	Incentive due
SMS Members	11	PMDS	1.5% Pay Progression
PSA employees & Office-Based Educators	5 981	PMDS	1.5% Pay Progression
School-Based Educators	44 296	IQMS & QMS	1.5% Pay Progression

9. Submissions have been developed for the implementation of all employee categories' performance incentives and the envisaged date of payment is 15 October 2022.
10. Please note that HRD does not pay any accruals for performance incentives, 1.5% pay progression is paid to employees who comply with the contracting guidelines and framework by signing performance contracts, reviews and assessments.
11. HRD will not be responsible for employees who will not be paid due to non-compliance.
12. Sections that have delayed contracting of their employees must see to it that they should provide the budget for these payments as the costing submitted for the Head of Department's approval is aligned to employees who complied.
13. After approval of the submissions by the Accounting Officer, the department will register an SCC through the Provincial Treasurer for approval.
14. Provincial Treasury will implement payments for the performance incentives through bulk payment to all qualifying employees.
15. Actual dates for payment will be confirmed after the approval of the SCC by the Provincial Treasurer, HRD will continue providing updates to all employees on the status of the performance incentive payment.

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L. SIDIYA
ACTING DIRECTOR - HRD