

PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL

RESOLUTION NO/3 OF 1998

Agreement on senior management

1 Purpose

This agreement sets a framework for senior managers to agree to individual performance agreements that shall determine their annual increments.

2 Definitions

2.1 In this agreement,

- (a) a *senior manager* refers to an employee
 - (i) with a salary equivalent to the minimum of level 13 or higher, and
 - (ii) not designated as a professional.
- (b) an *executing authority* refers to the executing authority of a senior manager, or the delegate of that executing authority.

3 Nature of performance agreements

3.1 A performance agreements aims

- (a) to assist a senior manager to define her or his key responsibilities and priorities as well as measures for assessing her or his success,
- (b) to encourage improved communication between senior managers and their supervisors, and
- (c) to enable the executing authority of a senior manager to assess the senior manager's work and provide appropriate support and salary improvements.

3.2 A senior manager who is not a head of department shall sign an agreement with her or his head of department.

3.3 A performance agreement shall include at least the following parts:

- (a) Definition of a senior manager's work according to her or his key duties and responsibilities;
- (b) Methods for assessing her or his performance in fulfilling those responsibilities;
- (c) Dates for quarterly assessment and, if necessary, revision;
- (d) Mechanisms for resolving disputes about the assessment as described in paragraph 5.2; and
- (e) Increment date.

3.4 In terms of paragraph 3.3 (c), at least on a quarterly basis, the performance agreement shall provide for



- (a) a review of the senior manager's key responsibilities and/or methods of assessment, which may lead to modifications in either responsibilities or assessment methods, and
 - (b) the progress of and obstacles to the senior manager's work.
- 3.5 A senior manager who signs a performance agreement shall continue to be subject to relevant collective agreements on benefits and allowances.
- 3.6 A performance agreement for a senior manager shall be open to public scrutiny and filed with the Senior Management Service of the DPSA.

4 Timeframe of assessment and date of increment

- 4.1 A performance agreement generally runs from 1 July to 30 June.
- 4.2 If a senior manager signs a performance agreement after 30 July, she or he shall receive an increment
- (a) on the basis of at least two quarterly assessment reports, and
 - (b) as of the 1 July nearest to the date of the second assessment.

5 Dispute Settlement

- 5.1 Disputes about the nature of a senior manager's key responsibilities, priorities, methods of assessment and/or salary increment in an agreement
- (a) shall be mediated initially by the DG:DPSA and/or her or his delegate, and
 - (b) if this mediation fails, the dispute-resolution procedures provided by relevant collective agreements.
- 5.2 A performance agreement shall specify mechanisms to resolve disputes about the assessment of a senior manager's work, including
- (a) a process using resources from within the public service and agreed upon by all affected parties, and
 - (b) for the event that the process fails, the dispute-resolution procedures provided by relevant collective agreements.

6 Increment *Incentive for acceptance and annual increase*

- 6.1 A senior manager who signs a performance agreement
- (a) shall receive an increase of ~~up to~~ 5,5 per cent
 - (i) backdated to July 1, 1998, if she or he signs the agreement by February 28, 1999, and
 - (ii) from the date of signature if she or he signs the agreement after February 28, 1998,
 - (b) thereafter shall receive an annual increment in accordance with her or his annual performance agreement.
- 6.2 The increase based on a performance agreement shall provide the only salary increment for a senior manager who signs a performance agreement.

Handwritten signatures and initials, including a large signature that appears to be 'J. R. Y.' and another that appears to be 'J. R. Y.' with a flourish.

Three handwritten signatures at the bottom of the page.

7 **Agency shop**

A manager who signs an individual performance agreement shall be exempt from Resolution 1 of 1998 of the PSCBC, which establishes an agency shop. *em*

THIS DONE AND SIGNED AT Pretoria ON THIS THE 15 DAY OF December, 1998

ON BEHALF OF THE EMPLOYER

	NAME	SIGNATURE
STATE AS EMPLOYER	NS Makgetla	<i>[Signature]</i>

ON BEHALF OF TRADE UNION PARTIES

TRADE UNION	NAME	SIGNATURE
DENOSA		
HOSPERSA		
NAPTOSA		
NUPSAW		
NWU	R. Johnson	<i>[Signature]</i>
NEHAWU		
PAWUSA	J.A. LOUWRENS by mandate	<i>[Signature]</i>
POPCRU		
PSA	J.A. LOUWREN	<i>[Signature]</i>
SADTU		
SAPU	SEANOKENG JOH. MOLOKHANE J.A. LOUWRENS	<i>[Signature]</i>
SAOU	by mandate	<i>[Signature]</i>