



## **HUMAN RESOURCES AND TRANSFORMATION DIRECTORATE**

### **Organisational Development Policy Development and Planning**

**23 OCTOBER 2012**

**TO : ALL DEANS; REGISTRAR; CFO; CAMPUS DIRECTORS; EXECUTIVE DIRECTORS; DIRECTORS; HOD'S; MANAGERS AND SUPERVISORS**

#### **PERFORMANCE MANAGEMENT SYSTEM TRAINING**

The first phase of the implementation of the Performance Management System has now been completed with the training of ± 400 staff management and supervisory responsibility (post level 5-9).

Staff members that attended the training should now complete Performance Management Agreements with their line Managers by 30 November 2012. The rest of the PMS cycle will then be followed as per the PMS Manual.

The Performance Management System has now been approved as a management tool by the University Management. Further consultations with unions are planned as the second phase will be rolled out for the rest of the entire university commencing in February 2013.

The University Management is committed to lead and support the full implementation of the TUT Performance Management System, this is also outlined in the new institutional statute of TUT, that all employees are subject to continuous evaluation in performance of their duties in terms of policies and rules of the University. All EMC members undertook to implement this system in managing performance and development across the University.

Human Resources and Transformation will oversee and support the full implementation in each faculty, campus and directorate of the University. We believe that full implementation of the PMS will enhance the university's performance outputs as well as develop a more performance and development focused culture.

The PMS will allow the university to acknowledge good performance and will at a later stage rollout a system that rewards performance while assisting those employees who need support and further development.

**Communiqué**



While it is recognised that the management of performance is a line function, the support and implementation of the system will be provided by the Human Resources & Transformation Department.

For further information and enquires you may contact the Directorate: OD, Policy Development and Planning as follows: Rinki van Heerden / Letta Mbengwa (Ext. 5434/4186), Bongani Ndaba (Ext. 4405) and Palesa Pongwana (Ext. 5356).

It is our intention to ensure that this change process will make a lasting contribution towards the realisation of the University's vision, mission and values and will also have a positive impact on the quality of the service being delivered across the University.

NB: A Sample of a **Performance Management Agreement form** and the **manual** can be used and accessed at this link, <http://sps/SiteDirectory/pms/default.aspx>

Sincerely,

A handwritten signature in black ink, appearing to read 'MM van Heerden', followed by a horizontal line extending to the right.

**Mrs. MM van Heerden**

Director: OD Policy Development and Planning  
Human Resources and Transformation

**Communiqué**