



**Tshwane University
of Technology**

We empower people

HUMAN RESOURCES AND TRANSFORMATION DIRECTORATE

Organisational Development Policy Development and Planning

25 January 2013

**TO ALL DEANS, EXECUTIVE DIRECTORS, DIRECTORS, HODs, MANAGERS
AND SUPERVISORS**

Performance Management System update

The Directorate of Human Resources and Transformation is committed to putting processes and systems in place to ensure that staff members understand and are committed to achieving University objectives before the full implementation of any Performance Management System (PMS).

The importance and necessity of having the PMS fully implemented should be emphasised. However, it is important that the implementation take place in a healthy and favourable work environment. There should also be a common understanding about the rollout plan between management and employees, including the unions, throughout the University. In order to dispel any misunderstandings regarding the implementation of the PMS, the following should be noted:

- The current training phase will continue. This will ensure that all staff members are trained before the system is fully implemented at the University.
- Proper consultation with organised labour will continue as planned. Progress and the outcome of the consultation in the Bargaining Forum will be communicated continuously.

Communiqué



- Line managers should ensure that their staff members attend training in preparation of performance contracting that will be implemented at a date to be communicated.
- All trial runs relating to performance contracting must be conducted under the direction and guidance of the Organisational Development Office and the relevant HR business partner in the line environment.

Normal annual performance job profiles (output based on current JPs) and employment contracts must, in the interim, be used to monitor employee performance.

In instances where all staff members at a department have received training, it is recommended that an arrangement be made with the OD office to facilitate supervised trials to familiarise themselves with the system.

Information about the formal implementation of the PMS and the training schedule for 2013 will be provided in due course.

Regards

A handwritten signature in black ink, appearing to read 'Ms MM Van Heerden', followed by a horizontal line.

MS MM VAN HEERDEN

DIRECTOR

ORGANISATIONAL DEVELOPMENT, POLICY DEVELOPMENT AND PLANNING

Communiqué