

STANDARD FRAMEWORK AGREEMENT

Entered into by and between:

The Department of _____ herein represented by;

_____ (full name) in the capacity of _____ (position)

Of the Department, (herein referred to as the Employer)

And

_____ (full name) as the _____ (position) of the Department
(herein referred to as the employee)

Whereby it is agreed as follows:

1. Purpose

- 1.1. The purpose of entering into this agreement is to communicate to the Employee member the performance expectations of the Employer.
- 1.2. The performance agreement and the accompanying work plan shall be used as the basis for assessing the Suitability of the Employee member for permanent employment (if on probation); and to assess whether the Employee/SMS member has met the performance expectations applicable to the job. In the event that the Employee has significantly exceeded the performance expectations the Employee/SMS member may qualify for appropriate rewards. Details are outlined in the Department's Performance Management and Development System.
- 1.3. Should any non-agreement arise between the Employer and the Employee member in respect of Matter regulated by this agreement, the employee may apply the formal grievance rules of the Public Service (published in Government Notice R1012 of 25 July 2003).

2. Validity of the Agreement

- 2.1. The agreement will valid for the period 1 April 2____ to 31 March 2____
- 2.2. The content of the agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3. If at any time during the validity of this agreement the work environment of the Department (whether as a result of Government or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. Job Details

Persal number: _____

Component:: _____

Unit: _____

Salary level: _____

Notch: _____

Occupational classification: _____

Designation: _____

4. Job Purpose

5. Reporting Requirements/lines and Assessment Lines

5.1 The Employee shall report to the supervisor on all parts of this agreement. The Employee Member shall:

- Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that the employee proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- Discuss and thereafter document for the record and future use any revision of targets as necessary as well as Progress made towards the achievement of performance agreement measures.

5.2. In turn the supervisor shall:

- Meet to provide feedback on performance and to identify areas for development at least four times a year.
- Create an enabling environment to facilitate effective performance by the Employee.
- Facilitate access to skills development and capacity building opportunities.
- Work collaboratively to solve problems and generate solutions to common problems within the department that may be impacting on the performance of the Employee.

6. Performance Assessment Framework

Performance will be assessed according to the information contained in the Work plan and the Generic Assessment Factors (GAFs)/Core Management Criteria (CMC) framework.

6.1 The KPAs and GAFs/CMC during the period of this agreement shall be as set out in the table below.

6.2 The Employee member undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the law and regulations governing the Public Service. The specific duties/ outputs required under each of the KPAs are outlined in the attached work plan.

KPAs	Weight
TOTAL	100%

Note: Weighting of KPAs must total 100%

6.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached work plan as well as the GAF's/CMC marked here-under.

GAF's/CMC	Weight
TOTAL	100%

Note: Weighting of GAF's/CMC must total 100%

7. Conditions of Performance

The Employer shall provide the Employee with the necessary resources and leadership to perform in terms of this agreement. Resource requirements should be outlined in the Work Plans of components and individual Employees.

8. Performance Assessment

The assessment of an Employee shall be based on performance in relation to the KPAs and GAFs/CMC and performance indicators, as set out in this PERFORMANCE AGREEMENT and attached WORK PLAN.

The performance of the employee in respect of all individual KPAs and all individual GAFs/CMC will be assessed using a 5 point rating scale, i.e.:

- 5= Outstanding Performance
- 4= Performance Significantly Above expectations
- 3= Fully Effective
- 2= Performance Not Fully Effective
- 1= Unacceptable Performance

The total KPAs and the total GAFs/CMC scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the 5 point assessment scale.

Employees: KPAs shall contribute 70% and GAF's 30% of the final assessment and

SMS members: KPAs shall contribute 80% and CMC 20% of the final assessment.

9. Feedback

Performance feedback shall be in writing on the September Review Form and Annual Review Form, based on the supervisor's assessment of the employee's performance in relation to the KPAs and GAFs/CMC and standards outlined in this performance agreement and taking into account the Employee's self-assessment.

10. Development Requirements

10.1. The Employer and Employee agree that the following are the Employee's key development needs in relation to the current job and envisaged career path in the Public Service .

10.2. In so far as the above training needs coincide with the Employer's requirements and taking into account financial realities, the Employer undertakes to expose the Employee to development in these areas. The development needs of the Employee/SMS members shall be reviewed as part of the September Review and the annual assessment of performance.

11. Timetable and records of review discussion and assessment

11.1. July, October, January and April.

11.2. Annual review during April of every year

12. Management of poor performance outcomes

Manager and employee will identify and develop interventions together, to address poor and non performance at feedback sessions, or any time during the performance cycle.

13. Dispute Resolution

13.1. Any dispute about the nature of the employee's PA, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in this agreement, shall be mediated by:

_____ (next person in hierarchy).

13.2. If this mediation fails, the normal grievance rules will apply.

14. Amendment of Agreement

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

15. Signature of parties to the Agreement

The contents of this document have been discussed and agreed with the Employee concerned.

Employee:

Full Name: _____

Signature: _____ **Date:** _____

And

Supervisor:

Full Name: _____

Signature: _____ **Date:** _____

STANDARD FRAMEWORK PERFORMANCE WORK PLAN

Levels 1 – 5 Work plan for period _____

KEY PERFORMANCE AREA	ACTIONS	PEFROMANCE STANDARDS

Signature of parties to the Work Plan

The contents of this document have been discussed and agreed with the Employee concerned.

Employee:

Full Name: _____

Signature: _____ Date: _____

And

Supervisor:

Full Name: _____

Signature: _____ Date: _____

Personal Development Plan

Department/Section : _____

Incumbent : _____

Persal Number : _____

Job Title : _____

Purpose : To enable the manager and the employee to identify skills development requirements and as a result agree on the steps taken to address those development gaps.

Table 1 Areas of development and Formal Training

Areas Identified for Development	Objective of Development	Type of Intervention (e.g. short Course, Bursary)	Quarter Targeted

Table 2 Other/Non-formal Development

You may attend an awareness session, seminar or conference within the year that would be a substitute for any of the areas of development.

Awareness session, seminar conference, etc attended, or to be attended	Type of session, seminar conference

Table 3 Impact Assessment

Impact of Development on Work (After 6 Months)	
Employee	Supervisor/Manager

We, (Employee) and Supervisor agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve the required objective for development. We also understand that due to the operational requirements and budget constraints of the Department (component/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year stated. There is also an understanding between us that areas for development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.

Signatures:

Employee: _____ Date: _____

And

Supervisor: _____ Date: _____

Review Form for Standard Framework (Salary level 1-5 and some categories of professional staff)

Surname: _____ Name: _____

Persal no.: _____

Directorate/Division: _____

Date of appointment to this post: _____

Period of report: _____

Performance

KPA	Weight	Progress Made (per objective)	Comment on Performance		Score
			Self Assessment	Supervisor	
TOTAL SCORE FOR PERFORMANCE					
RATING					

Generic Assessment Factors

GAF	Weight	Comment on Performance		Score
		Self Assessment	Supervisor	
TOTAL SCORE FOR GAFS				
RATING				

Improvements

KPA/GAFS	Areas of Improvement

Performance Rating (Apply assessment calculator)

The overall performance is (Tick one block only):

Performance Category	Rating
1. Unacceptable Performance	
2. Performance not fully effective	
3. Performance Fully Effective	
4. Performance Significantly above expectation	
5. Outstanding Performance	

Accepted ☐ Not Accepted ☐

Signatures:

Employee: _____ Date: _____

And
Supervisor: _____ Date: _____

Final Assessment Form for Standards framework (Salary level 1-5 and some categories of professional staff)

Surname: _____

Name: _____

Persal no.: _____

Designation: _____

Date of appointment to this post: _____

Period of report: _____

Directorate/Division: _____

Performance		
KPA	Weight	Rating (1-5)
TOTAL SCORE		

Generic Assessment Factors		
GAF	Weight	Rating (1-5)
TOTAL SCORE		

Performance Rating (Apply assessment calculator)

The overall performance is (Tick one block only):

Performance Category	Total % Score	Rating
1. Unacceptable Performance		
2. Performance not fully effective		
3. Performance Fully Effective		
4. Performance Significantly above expectation		
5. Outstanding Performance		

Accepted	<input type="checkbox"/>	Not Accepted	<input type="checkbox"/>
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Signatures:

Employee: _____ Date: _____

And

Supervisor: _____ Date: _____