

RESOLUTION NO. 13 OF 1998

SENIOR MANAGEMENT

1 Purpose

This agreement sets the 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 agreement aims:

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

3.2 A senior manager who is not head of a 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 person's work according to her/his key duties and responsibilities;
- (b) Methods for assessing her/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 methods of assessment;

- (a) the progress of and obstacles to the person'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 Timeframes 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

- (b) on the basis of at least two quarterly assessment reports, and
- (c) as of the 1 July nearest to the date of the second assessment.

5 Dispute settlement

5.1 Disputes about the nature of 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 for 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 resolution procedures provided for by relevant collective agreements.

6 Incentive for acceptance and annual increases

6.1 A senior manager who signs a performance agreement

- (a) shall receive an increase of 5.5%
 - (i) backdated to 1 July 1998 if she or he signs the agreement by 28 February 1999, and
 - (ii) from the date of signature if she or he signs the agreement after 28 February 1999.

6.2 The increase based on a performance agreement shall provide the only salary increment for a senior manager who signs a performance agreement.