MANAGING POOR PERFORMANCE OF DG’S AND HOD’S

**RESPONSIBILITY:** PRESIDENT for: National HOD’s
Head of Gov. Components
PREMIER for: Provincial HoD’s

**MANAGEMENT OF POOR PERFORMANCE PROCESS**

**DG/HOD PERFORMANCE CYCLE ASSESSMENT**

- **Annual Performance Assessment**
  - Fully effective or exceeded fully effective Performance

- **Mid cycle Performance Review**

- **Instances of Poor Performance as they arise e.g. between assessment windows**

- **Possible Sanctions**
  - Extension of notice period (Max 12 months)
  - Demotion
  - Transfer
  - Dismissal

**MILESTONES**

- Development of Comprehensive Improvement Plan
- Notice for HoD to appear before a hearing and formally charged with poor performance.

**MANAGEMENT OF POOR PERFORMANCE PROCESS**

- NT/PSC/DPSA/DPME provide Support
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- **Poor or Unsatisfactory Performance**
  - Is this the first instance?
    - YES
      - Notice for HoD to appear before a hearing and formally charged with poor performance.
    - NO
      - Has a formal written warning been issued previously?
        - YES
          - Formally charged i.t.o the Incapacity code and procedure.
        - NO
          - Outcome of Hearing: Poor Performance.

- **E N D**

- **Guilty?**
  - YES
    - Dismiss for poor performance
  - NO

- **Issue Formal Written Warning**
  - NT/PSC/DPSA provide Support

- **END**