



PROCEDURE: Performance Management

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Procedure Owner	Human Resource Manager		
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Approved by QMS Sub-committee	QMS Chairperson	25/07/2018	Name: Louise Fuller Signature:
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Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Human Resource • Employment Contract 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Basic Conditions of Employment Act. No 75 of 1997 • Labour Relations Act. No 66 of 1995 • Employment Equity Act. No 55 of 1998 • Skills Development Act. No 97 of 1998 • Skill Development Levies Act & Regulations. No 9 of 1999 • Higher Education Act 101 of 1997 • Department of Education regulations • Companies Act No 71 of 2008 • Protection of Personal information Act, 2013 • Occupational Health And Safety Act 85 of 1993 • Electronic Communications And Transaction Act 25 of 2002 • Unemployment Contributions Act 9 of 1999 • Promotion of Access to Information Act 2 of 2000
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	<ul style="list-style-type: none"> • Academy of Science Of South Africa Act 67 of 2001 • Adult Education And Training Act 52 of 2000 • National Advisory Council On Innovation Act 55 of 1997 • National Education Policy Act 27 of 1996 • National Qualifications Framework Act 67 of 2008 • Technology Innovation Act 26 of 2008 • Academy Of Science Act 67 of 2001 • National Advisory Council On Innovation Act 55 of 1997 • Protected Disclosures Act 26 of 2000 • National Qualifications Framework Act 67 of 2008 • Tobacco Products Control Act 83 of 1993
Website address of this document:	www.davinci.ac.za

Procedure Description

The Performance Management process will be followed when an employee is not performing in their role.

Step	Description	Notes
1	Line Manager will identify poor performing employees and notify the Human Resource Manager	
2	Human Resource Manager will schedule Performance Management discussions with the employee and Line Manager	
3	The Line Manager and Human Resource Manager meet bi weekly for an update on the individuals performance with the individual employee	
4	Should performance improve within a 3 months period the employee is taken off performance management	
5	If performance does not improve the performance management can be extended or a disciplinary process will commence	
6	Human Resource Manager will ensure all performance management is documented and filed in the employee's file	

Stakeholders

#	Stakeholder
1	Human Resource Manager
2	Line Manager
3	Employee

Version Control

Procedure Owner	Version #	Date	Reason
Human Resource Manager	001	25 July 2018	