

CIRCULAR H 163/2020

**TO ALL DIVISIONS / CHIEF DIRECTORATES / DIRECTORATES / REGIONS / DISTRICTS / SUB-STRUCTURES / INSTITUTIONS IN THE DEPARTMENT OF HEALTH**

**AWARDING OF INCENTIVES: PERFORMANCE CYCLE 1/4/2019 – 31/3/2020**

Circular H106/2020 dated 5 June 2020 addressed the various moderation phases as well as the roles and responsibilities of various role-players.

As a result of the fiscal destruction that COVID-19 has unleashed on the Western Cape Province, Cabinet has approved the decision by WCG Provincial Top Management (PTM) **that performance bonuses for the 2019/2020 performance cycle will not be paid to employees** within the Western Cape Government.

Cabinet and the PTM recognise that many officials who, in response to the challenges faced in the Province, have gone beyond the call of duty and have made many personal sacrifices in order to continue service delivery to our citizens.

**Pay Progression for Non OSD**

Employees will still receive their pay progressions where applicable as this incentive is provided for in the 2019 Incentive Policy Framework as issued by the Minister for Public Service and Administration.

**Pay Progression for OSD**

Employees will still receive their pay progressions where applicable as indicated in the Occupational Specific Dispensations. Certain OSD employees also qualify for accelerated pay progression and the following will apply:

- The awarding of accelerated pay progression (where applicable) must take place during the Pre- and Formal Moderating Committee meetings as set out in this Circular.
- Please note that accelerated pay progression is based on above average performance, and is limited to a maximum of 20% of employees in the Grade.
- The 20% is calculated as 20% of the number of employees in each Grade where accelerated pay progression is applicable.
- According to the OSD of specific occupations (Engineering) a second notch can be allocated for good performance (previously significantly above expectations) or third notch can be allocated for excellent performance (previously outstanding).
- There is only one above average category of highly effective, with a percentage rating from 120% - 133% to allow the allocation of accelerated pay progression for the OSD to be implemented. Therefore, the split is as follows:

- From 120% - 129%: Second notch, and
  - from 130% - 133%: Third notch
- **This is only applicable to the specific OSD's where accelerated pay progression is applicable.**
  - Because of the carry-through effect of pay progression in future financial years, the percentage limitation on employees who may receive accelerated pay progression may under no circumstances be exceeded.

### **Grade Progression**

Employees will still receive their grade progressions where applicable as this incentive is provided for in the 2019 Incentive Policy Framework as issued by the Minister for Public Service and Administration.

As per Circular H106, date 5 June 2020, all approved Formal Moderating Minutes must reach this office on or before 21 August 2020. Once the minutes of the Formal Moderating Committees have been approved by the Head of Department, Regions/Districts/Institutions can arrange for the payment of pay progression.

Kindly ensure that the content of this Circular is brought to the attention of all personnel.



**Head of Department: Health**  
**Date: 07/08/2020**