

APPENDIX A

Assessment for Merit Pay Form (a Two-Page Form)

- 1.0 The 'Assessment for Merit Pay' form assesses the completion of duties listed under the Individual Work Plan (for Established Officers) and Duty Statement (for Government Wage Earners) which is transferred to the form as a measuring tool for merit pay in the public service. The ACR will still be used but separately for the purpose of promotion and training.
- 2.0 Page 1 of the form requires the officer to fill in the necessary administrative requirement while the second half of the form requires the officer to list down duties carried out under their individual work plan or duty statement.
- 3.0 Page 2 of the form is for the necessary certification, rating and signatures sought from the assessed officer, the Supervising Officer and the Head of Division

4.0 REPORTING PERIOD AND PAYMENT

- 4.1 The assessment for merit pay report rating and reporting period would be from January 1st through to December 31st of every year and assessment should be completed by 28th February of the following year. Payment, if any, would also be effected for the same by the end of the first quarter in the following year. The merit pay to be payable in 2009 would be for performance in 2008.

5.0 QUALIFYING CRITERIA

- 5.1 Officers who complete the tasks set out in their IWP or DS qualifies for one merit increase. Anything below this would mean that the officer has already been remunerated in the quantum of salaries received for services rendered and it is only the high achievers and outstanding performers that should be recognized.
- 5.2 Anyone falling to achieve set targets should be counseled and trained on areas of shortfall while non-performers should be warned for not performing to standards and monthly assessment should be conducted on the officer's achievements. If no improvement is made by the non-performing officer, after the first six months of assessment, then the officer should be disciplined.
- 5.3 Supervisors and Managers should assess their staff based on their work performance and achieved work targets with evidence as set out in their IWP and DS. Honesty is the key, if Supervisors and Managers assess their officers correctly and without empathy, than productivity gain could be witnessed in the overall achievement of their department and could be witnessed through the achievements of their Permanent Secretary also.

8 Certification by Supervising Officer [Circle the appropriate number]

(i) I certify that (Name of Officer/Employee).....has carried out the duties satisfactorily and has the necessary professional & personal attributes of a responsible officer.

OR

(ii) has failed to carry out the duties satisfactorily and lacks necessary professional & personal attributes of a responsible officer/employee.

.....
Name of Supervisor

.....
Designation

.....
Date

9. Recommendation by Head of Division.

I recommend that the Officer/Employee **be granted/not granted** an increment in salary/wages (cross out which ever is not applicable.) If you think the officer/employee should not qualify for an increment, explain the reason for your answer.

.....
Name of Head of Division

.....
Designation

.....
Date

10. Submission by Personnel Management Office.

Officer's/Employee's personal details have been checked and it is recommended that an increment of \$_____ be approved.

.....
Name

.....
Designation

.....
Date

11. Approval by Permanent Secretary/Head of Department. (Please cross off which ever is not applicable).
Approved / Not Approved

..... **Permanent Secretary/HOD**
Name **Date**

Footnote

Necessary Professional Attributes for a Satisfactory Performer:

- i) **Punctuality & Attendance** – extremely conscientious about his/her attendance & punctuality on the job & never goes missing during office hours;
- ii) **Initiatives and resourcefulness** – the employee has many ideas and can always be counted on to provide new approach;
- iii) **Judgment** – the employee invariably reaches correct conclusions even in the most difficult problems;
- iv) **Interpersonal Communication** – does an outstanding job of human interaction in his/her work group as well as with the public;
- v) **Flexibility** – ability to adapt as required of a situational change and changing or easily accepting changes; able to change own behaviour to suit the situation, especially conforming/adapting/adopting the Ministry/Department's short and long term goals
- vi) **Commitment to Public Service Values & Code of Conduct** – exercises leadership by setting good examples through personal conduct at work and in the community; A respectable, upright public servant who promotes public service values and ethics to colleagues; assists colleagues to align with values and takes action on violation.
- vii) **Leadership** – Gets optimum performance from staff & a hard working leader;
- viii) **Attitude** – Outstanding interest, welcomes constructive criticism;
- ix) **Responsiveness** – Efficient & clarity of decision;
- x) **Skills & Abilities**-Highly skilled & capable;
- xi) **Standard of work performance** - High level;
- xii) **Qualifications, training & competencies** – Has the necessary qualifications, training, & competencies. The officer/employee also demonstrates eagerness to learn and has potential for further development;

Necessary Personal Attributes for a Satisfactory Performer:

- i) **Contact with Others** – Does an outstanding job of human interaction;
 - ii) **Presentation** –Presents him/herself professionally & well mannered;
 - iii) **Ability to contribute to team work;**
 - iv) **Good behaviour, Honest & Respectful;**
-