

GENERAL ORDER 9**SENIOR OFFICER'S CONTRACT REVIEW
(UNDER DEVOLUTION OF POWERS)**

DEPARTMENT/AGENCY: _____ DIVISION: _____
 NAME OF OFFICER: _____ PAY FILE NO: _____
 PUBLIC SERVICE COMMENCE'T DATE: _____ SUBSTANTIVE APPOINTMENT DATE: _____
 SUBSTANTIVE POSITION: _____ SALARY GRADE/POINT: _____
 CONTRACT START DATE: _____ CONTRACT LENGTH: _____ YEARS: RENEWAL DATE: _____
 NO. OF CONTRACTS COMPLETED TO DATE: _____ DATE REVIEW COMPLETED: _____
 DATE REVIEW SUBMITTED TO DHEAD: _____ NAME OF IMMEDIATE SUPERIOR: _____

- * The Review Form provides for an assessment of the officer's work performance, personal goals and achievements, and disciplinary record throughout the contracted period, and requires each contract officer under review to indicate his or her intentions whether or not to seek renewal of the contract.
- * The Form is to be completed in accordance with General Orders No. 9.57 to 9.73 and every officer is entitled to be treated in accordance with General Order No.9.
- * As far as possible, the results of this review shall be provided to the officer by his or her Departmental Head, no later than three months prior to contract termination in order to ensure that the three month notice period is satisfied.

N.B. EVERY OFFICER IS ENTITLED TO BE REVIEWED IN A FAIR AND OBJECTIVE MANNER.

PART 1: RESULTS OF PERFORMANCE REVIEWS DURING CONTRACT PERIOD

For this purpose, a minimum of two performance reviews conducted on DPM Appraisal Form 10.1 against his or her substantively held position, shall be appended, unless the officer has held other positions during the contract period, and if so, performance reviews conducted against those other positions shall (also) be utilised. The performance review forms shall be appended.

Performance Review 1: Date Conducted: _____ **Period Covered, From:** _____ **To:** _____

Substantive Position: _____ Date Appointed: _____

Overall Performance Rating: _____ Comments of Assessor: _____

Performance Review 2: Date Conducted: _____ **Period Covered, From:** _____ **To:** _____

Substantive Position: _____ Date Appointed: _____

Overall Performance Rating: _____ Comments of Assessor: _____

Performance Review 3: Date Conducted: _____ **Period Covered, From:** _____ **To:** _____

Substantive Position: _____ Date Appointed: _____

Overall Performance Rating: _____ Comments of Assessor: _____

PART 2: DISCIPLINARY RECORD DURING CONTRACT PERIOD

N.B. *Record below only those outstanding warnings or punishments which constitute serious offences under General Order 9.27 to 9.34. Warnings which have expired after a period of 12 months, and/or punishments which have been dealt with and have expired should not be used as grounds for arbitrary termination of contract. Termination based on such disciplinary records may constitute "double punishment". Evidence must be provided that the officer had been warned that persistent and/or continuing offences during the balance of the contract period may result in non-renewal of contract at renewal time. The officer must have already been charged with such ongoing offences and given the opportunity to respond. All such disciplinary documents are to be attached.*

Disciplinary Offence(s) 1: Date Committed: _____ **Date Found Guilty:** _____

Nature of Offence(s): _____

Punishment Imposed, (Including warnings about non-renewal of contract): _____

Disciplinary Offence(s) 2: Date Committed: _____ **Date Found Guilty:** _____

Nature of Offence(s): _____

Punishment Imposed, (Including warnings about non-renewal of contract): _____

Disciplinary Offence(s) 3: Date Committed: _____ **Date Found Guilty:** _____

Nature of Offence(s): _____

Punishment Imposed, (Including warnings about non-renewal of contract): _____

PART 3: PERSONAL ACHIEVEMENTS/FAILURES DURING CONTRACT PERIOD

N.B. *In the event that any failures or short-comings are to be identified, evidence should be shown that during the three year period, sufficient warnings had been given about poor performance, and the outcome of such warnings if a recommendation is to be made not to renew the contract.*

1. Description of Achievement/Non-Achievement of Corporate Plans and Work Targets:

2. Description of Fulfilment/Non-Fulfilment of Personal Development Goals:

PART 4: OVERALL ASSESSMENT OF OFFICER'S CONTRACTUAL PERFORMANCE

*Rate the officer on a three point scale, according to the guideline assessments of performance, disciplinary behaviour and personal achievements, by neatly deleting the statements shown *, where not applicable:*

- * More than Satisfactory, (contract to be renewed) * : *
 Officer has an average performance rating not less than 4, and no disciplinary record and has achieved most personal goals set.
- * Satisfactory, (contract to be renewed) * : *
 Officer has an average performance rating of not less than 3, and any disciplinary warnings or disciplinary actions have been positively responded to and the officer has shown sufficient improvement or they have expired, and not less than 50% of personal goals have been achieved.
- * Unsatisfactory, (contract not to be renewed) * : *
 Officer has an average performance rating below 3, and/or has current outstanding disciplinary record, making officer unsuitable, and/or has achieved less than 50% of personal goals.

Based upon the assessed rating, I recommend that:

- * THE OFFICER'S CONTRACT BE RENEWED: *
- * THE OFFICER'S CONTRACT NOT BE RENEWED: *

ASSESSING OFFICER'S NAME: _____ POSITION: _____

SIGNED: _____ DATE: _____

RATIFYING OFFICER'S NAME: _____ POSITION: _____

SIGNED: _____ DATE: _____

(Note that the Ratifying Officer is the Officer named as the Delegate of the Secretary, Department of Personnel Management for the purposes of Section 41 of the Public Services (Management) Act.

I have assessed the recommendation contained in this assessment and my decision is

- * THE OFFICER'S CONTRACT BE RENEWED: *
- OR
- * THE OFFICER'S CONTRACT NOT BE RENEWED: *

SIGNED: _____ DATE: _____
 DEPARTMENTAL HEAD

TRANSMITTED TO THE ASSESSED OFFICER BY HIS/HER DIVISIONAL HEAD ON DATE: _____

PART 5: CONTRACT OFFICER'S VIEWS AND COMMENTS

I have noted the comments and ratings made above, and I have deleted inapplicable statements marked *, and I wish my views to be made known to the D/Head as follows:

* I do not wish to have my contract renewed: *

* I do not accept the recommendation made: *

For the following reasons: _____

* I do accept the recommendation made: *

SIGNED: _____ DATE: _____
 CONTRACT OFFICER

PART 6: REVIEW BY DELEGATE OF SECRETARY DEPARTMENT OF PERSONNEL MANAGEMENT

* *This Section is to be completed by a delegate of the Secretary for the Department of Personnel Management, in response to the recommendations and the officer's response made above, by deleting inapplicable statements *.*

* I do accept the recommendation made: *

* I do not accept the recommendation made: *

For the following reasons: _____

The Form is to be returned to the Departmental Head concerned for further review.

* Accordingly, I have determined that:

* THE OFFICER'S CONTRACT SHALL BE RENEWED: *

* THE OFFICER'S CONTRACT SHALL NOT BE RENEWED: *

* THE FORM SHALL BE RETURNED FOR FURTHER REVIEW: *

SIGNED: _____ DATE: _____
 DEPARTMENTAL HEAD