

# Appendix A - Definitions and Terminology

## Definitions, Abbreviations and Acronyms

**KPA:** Key Performance Area

**KC:** Key Competency

**LB:** Leadership Behaviours

**VB:** Values and Behaviours

**KPI:** Key Performance Indicator

**Performance Agreement:** A performance plan or performance agreement is the agreed upon document determining an employee's scope of work against which he will formally be measured or performance appraised.

**Contract:** Comprises a performance agreement plus scores from additional components e.g. 360 degree reviews etc.

**Agreement Year:** A contract is always created for a specific year called the agreement year.

**Assessment/Review Period:** A performance plan usually consists of one or more review periods e.g. semesters, quarters etc. Within the scope of a performance plan each semester or quarter is called a review period.

**Contract Item:** All KPA, KC, LB and VB records or items, making up the measurable components of an assessment period on a performance contract are sometimes referred to as the contract items.

**Assessment Frequency:** How often contract reviews will be held. If the assessment frequency is:

- Annual, there will be 1 review or assessment

- Bi-annual = 2 reviews
- Quarterly = 4 reviews, etc.

**CWA:** Calculated Weighted Average. The total section score calculated separately for the KPA and KC sections. The weight per contract item is incorporated into this final calculation.

**RA:** Revised Average. The KPA and/or KC sections' final scores if manually revised by the employee's supervisor.

# Terminology

[Terminology](#) or type unknown

---

Revision #1

Created 27 March 2021 04:59:57 by Lizette Lotter

Updated 27 March 2021 05:03:32 by Lizette Lotter