



PERFORMANCE PLAN

For

Mrs. U.P. Mahlasela



Ukhlebezwe Local Municipality

Budget and Treasury Office

01 July 2016 to 30 June 2017



RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

Period Under Review	
Surname	Mahlasela
Name	Unathi P
Municipality	Ubuhlebezwe Municipality
Department	Budget and Treasury Office
Race	African
Gender	Female
Employee Number	0239
Date Of Appointment	03 September 2012
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	WEIGHTING	UNIT OF MEASURE/ CALCULATIONS	2016/2017	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE	
						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OUTCOME 9						DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT										
NATIONAL KPA						MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT										
BTO01	To improve performance and functioning of the municipality	Submission of Performance reports to the office of the MM	Number of performance reports submitted to the office of the MM within 5 working days	5	Number	4 performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 1	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 2	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 3	1 performance report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly performance report	
BTO02	To improve performance and functioning of the municipality	Submission of the updated risk register reports to the office of the MM	Number of updated risk register reports submitted to the office of the MM within 5 working days	5	Number	4 updated risk register reports submitted to the office of the MM within 5 working days of the end of each quarter	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 1	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 2	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 3	1 updated risk register report submitted to the office of the MM within 5 working days of the end of quarter 4					Proof of submission & quarterly updated risk register report	
OUTCOME 9						IMPROVED ACCESS TO BASIC SERVICES										
NATIONAL KPA						BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT										
BTO03	To practice sound financial management principles	Bid processing turnaround time	Turnaround time for bid processing not more than specified timeframes (bids R200000+ to be finalised)	3	Turnaround time	90 Days turnaround time for the bids R200000+ to be finalised	90 Days turnaround time for the bids R200000+ to be finalised	90 Days turnaround time for the bids R200000+ to be finalised	90 Days turnaround time for the bids R200000+ to be finalised	90 Days turnaround time for the bids R200000+ to be finalised					Requisitions & appointment letters or orders	
BTO04			Turnaround time for bid processing not more than specified timeframes (bids 30000 to R199999)	2	Turnaround time	14 day turnaround time for bids 30000 to R199999	14 day turnaround time for bids 30000 to R199999	14 day turnaround time for bids 30000 to R199999	14 day turnaround time for bids 30000 to R199999	14 day turnaround time for bids 30000 to R199999	14 day turnaround time for bids 30000 to R199999					
BTO05			Turnaround time for bid processing not more than specified timeframes (quotations less than R30000)	3	Turnaround time	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000	6 day turnaround time for quotations less than R30000				
BTO06	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic	Updating and approval of the indigent register	Date by which indigent register is updated and approved	2	Date	Update and approve Indigent register by 30-Jun-17	n/a	n/a	n/a	Update and approve Indigent register by 30-Jun-17					Updated indigent register and Council Resolution	



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
	development														
OUTCOME 9					DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM										
NATIONAL KPA					GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
BTO07	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Number of departmental meetings held by 30-Jun-17	3	Number	Holding of 4 departmental meetings by 30-Jun-17	Holding of 1 departmental meeting by 30-Sep-16	Holding of 1 departmental meeting by 31-Dec-16	Holding of 1 departmental meeting by 31-Mar-17	Holding of 1 departmental meetings by 30-Jun-17					Signed attendance register & signed minutes
BTO08	To promote accountability to the citizens of Ubuhlebezwe	Attending IDP public participation meetings	Number of IDP public participation meetings attended by 30-Apr-17	2	Number	4 IDP public participation meetings attended (2 clustered and 2 ratepayers) by 30-Apr-17	n/a	2 public participation meetings attended (1 clustered and 1 ratepayers)by 30-Nov-16	n/a	2 public participation meeting attended (1 clustered and 1 ratepayers) by 30-Apr-17					Signed attendance register
BTO09	To improve the performance and functioning of the municipality	Attending council committee meetings	Number of council committee meetings attended by 30-Jun-17	3	Number	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings by 30-Jun-17	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Sep-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Dec-16	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 31-Mar-17	Attend 1 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings) by 30-Jun-17					Signed attendance register and signed minutes
BTO10	To improve the performance and functioning of the municipality	attending of risk management committee meetings	Number of risk management committee meetings attended by 30-Jun-17	2	number	Attend 4 risk management committee meetings by 30-Jun-17	1 risk management committee meeting attended by 30-sep-16	1 risk management committee meeting attended by 31-Dec-16	1 risk management committee meeting attended by 31-Mar-17	1 risk management committee meeting attended by 30-Jun-17					Signed minutes and signed attendance register
OUTCOME 9					IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA					FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT										
BTO11	To invest in the development of the municipal area to enhance revenue	Producing a monthly billing / collection report	Number of billing/collection reports produced on monthly billings/collection by 30-Jun-17	3	Number	12 Summary debtors age analysis /collection reports produced on monthly billings/collection by 30-Jun-17	3 Summary debtors age analysis /collection reports produced on monthly billings/collection by 30-Sep-16	3 Summary debtors age analysis /collection reports produced on monthly billings/collection by 31-Dec-16	3 Summary debtors age analysis /collection reports produced on monthly billings/collection by 31-Mar-17	3 Summary debtors age analysis /collection reports produced on monthly billings/collection by 30-Jun-17					Summary debtors age analysis and collection reports
BTO12	To practice sound financial management principles	tabling of section 71 reports to finance portfolio committee	Number of section 71 reports' tabled to finance portfolio committee by 30-Jun-17	2	Number	tabling of 12 section 71 reports' to finance portfolio committee by 30-Jun-17	tabling of 3 section 71 reports' to finance portfolio committee by 30-Sep-16	tabling of 3 section 71 reports' to finance portfolio committee by 31-Dec-16	tabling of 3 section 71 reports' to finance portfolio committee by 31-Mar-17	tabling of 3 section 71 reports' to finance portfolio committee by 30-Jun-17					Signed portfolio minutes and section 71 reports



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO13	To practice sound financial management principles	Paying service providers within 30 days	Turnaround time for paying service providers.	3	Turnaround time	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices					Invoices and proof of payments
BTO14	To practice sound financial management principles	Reviewal of Fixed asset register	Number of reviewed fixed asset registers within 10 working days after the end of each quarter	2	Number	Review 4 fixed asset registers within 10 working days after the end of each quarter	Review 4 fixed asset registers within 10 working days after the end of each quarter	Review 4 fixed asset registers within 10 working days after the end of each quarter	Review 4 fixed asset registers within 10 working days after the end of each quarter	Review 4 fixed asset registers within 10 working days after the end of each quarter					Evidence of review
BTO15	To practice sound financial management principles	Submission of asset management report	Number of asset management report submitted to finance portfolio committee by 30-Jun-17	3	umber	12 asset management report submitted to finance portfolio committee by 30-Jun-17	3 asset management report submitted to finance portfolio committee by 30-Sep-16	3 asset management report submitted to finance portfolio committee by 31-Dec-16	3 asset management report submitted to finance portfolio committee by 31-Mar-17	3 asset management report submitted to finance portfolio committee by 30-Jun-17					Signed minutes and attendance register
BTO16	To practice sound financial management principles	Adoption of asset management policy	Date by which the asset management policy is adopted	2	date	Adoption of asset management policy by 30-Jun-17	n/a	n/a	n/a	Adoption of asset management policy by 30-Jun-17					Council resolution
BTO17	To practice sound financial management principles	Submission of assets verification report	Date by which the assets verification report is submitted to finance portfolio committee	3	date	Submission of assets verification report to finance portfolio committee by 30-Jun-17	n/a	n/a	n/a	Submission of assets verification report to finance portfolio committee by 30-Jun-17					Signed minutes and attendance register
BTO18	To practice sound financial management principles	submission of annual asset disposal report	Date by which the annual asset disposal report is submitted to council for approval	2	date	submission of annual asset disposal report to council for approval by 31-Aug-16	submission of annual asset disposal report to council for approval by 31-Aug-16	n/a	n/a	n/a					Signed minutes and attendance register
BTO19	To practice sound financial management principles	Approval of capital grants reconciliations	Number of approved Capital grants reconciliations by 30-Jun-17	3	number	Approve 12 capital grants reconciliations by 30-Jun-17	Approve 3 capital grants reconciliations by 30-Sep-16	Approve 3 capital grants reconciliations by 31-Dec-16	Approve 3 capital grants reconciliations by 31-Mar-17	Approve 3 capital grants reconciliations by 30-Jun-17					Monthly capital grants reconciliations
BTO20	To practice sound financial management principles	Approval of lease registers	Number of approved lease registers by 30-Jun-17	2	date	Approve 12 lease registers by 30-Jun-17	Approve 3 lease registers by 30-Sep-16	Approve 3 lease registers by 31-Dec-16	Approve 3 lease registers by 31-Mar-17	Approve 3 lease registers by 30-Jun-17					Monthly Lease registers



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						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO27	To practice sound financial management principles	Approval of retention registers	Number of approved retention registers by 30-Jun-17	3	date	Approve 12 retention registers by 30-Jun-17	Approve 3 retention registers by 30-Sep-16	Approve 3 retention registers by 31-Dec-16	Approve 3 retention registers by 31-Mar-17	Approve 3 retention registers by 30-Jun-17					Monthly retention registers
BTO26	To practice sound financial management principles	Adoption of the 2016/17 adjustments budget	Date by which 2016/17 Adjustments budget is Adopted by 28-Feb-17	2	Date	Adopt 2016/17 Adjustments budget by 28-Feb-17	n/a	n/a	Adopt 2016/17 Adjustments budget by 28-Feb-17	n/a					Council resolution
BTO23	To practice sound financial management principles	Submission of the 2016/17 adjustments budget to NT & PT	Turnaround time for submission of 2016/17 adjustments budget to NT & PT after the adoption	3	Turnaround time	Submission of Adjustments Budget for 2016/17 to NT & PT within 10 days after adoption	n/a	n/a	Submission of Adjustments Budget for 2016/17 to NT & PT within 10 days after adoption	n/a					Proof of submission
BTO24	To practice sound financial management principles	Adoption of the 2017/18 draft annual budget	Date by which 2017/18 Draft budget is adopted	2	Date	Adopt Draft budget for 2017/2018 by 31-Mar-2017	n/a	n/a	Adopt Draft budget for 2017/2018 by 31-Mar-2017	n/a					Council resolution
BTO25	To practice sound financial management principles	Submission of the 2017/18 draft annual budget to PT & NT	Date by which 2017/18 Draft Budget is Submitted to NT & PT after approval by Council	3	Date	Submission of the 2017/18 Draft Budget to NT & PT after approval by Council (02-Apr-17)	n/a	n/a	n/a	Submission of the 2017/18 Draft Budget to NT & PT after approval by Council (02-Apr-17)					Proof of submission
BTO21	To practice sound financial management principles	Adoption of the Final 2017/18 annual budget	Date by which 2017/18 Final budget is Adopted	2	Date	Adopt 2017/18 Final budget by 31-May-17	n/a	n/a	n/a	Adopted 2017/18 Final budget by 31-May-17					Council minutes and resolution
BTO22	To practice sound financial management principles	Submission of the 2017/18 final budget to NT & PT	Turnaround time for submission of 2017/18 adopted final budget to NT & PT.	3	Turnaround time	Submission of 2017/18 adopted Final Budget to NT & PT within 10 days	n/a	n/a	n/a	Submission of 2017/18 adopted Final Budget to NT & PT within 10 days					Proof of submission
BTO28	To practice sound financial management principles	Submission of the AFS to AG	Date by which 2015/16 Annual financial statements (with annual report) is Submitted to AG	2	Date	Submit 2015/16 Annual financial statements (with annual report) to AG by 31-Aug-16	Submit 2015/16 Annual financial statements (with annual report) to AG by 31-Aug-16	n/a	n/a	n/a					Proof of submission
BTO29	To practice sound financial management principles	Tabling of the 2016/17 midterm budget	Date by which 2016/17 MID TERM budget review is tabled to Council – section 72	3	Date	Tabling of 2016/17 MID TERM budget review to Council – section 72 by 25-Jan-17	n/a	n/a	Tabling of 2016/17 MID TERM budget review to Council – section 72 by 25-Jan-17	n/a					Council resolution



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO30	To practice sound financial management principles	Submission of the 2016/17 midterm budget to NT & PT	Date by which 2016/17 Mid-Term budget review is Submitted to NT& PT	2	Date	Submission of the 2016/17 Mid-Term budget review to NT& PT by 25-Jan-17	n/a	n/a	Submission of the 2016/17 Mid-Term budget review to NT& PT by 25-Jan-17	n/a					Proof of submission
BTO31	To invest in the development of the municipal area to enhance revenue	Implementation of MPRA	Date by which MPRA as per the new valuation roll is implemented (billings according to the valuation values)	3	Date	Implementation of the MPRA as per the new valuation roll (billings according to the valuation values) by 30-Jun-17	n/a	n/a	n/a	Implementation of the MPRA as per the new valuation roll (billings according to the valuation values) by 30-Jun-17					Debtors and valuation roll reconciliation
BTO32	To practice sound financial management principles	Updating of the supplier database	Date by which supplier database is updated	2	Date	Update supplier database by 31-Dec-16	n/a	Update supplier database by 31-Dec-16	n/a	n/a					Updated supplier database
BTO33	To practice sound financial management principles	Development and adoption of the annual procurement plan	Date by which Annual procurement plan is developed and adopted	2	Date	Adopt and develop an Annual procurement plan by 31-May-17	n/a	n/a	n/a	Adopt and develop an Annual procurement plan by 31-May-17					Council resolution
BTO34	To practice sound financial management principles	Current debtors not above 40% of the total debtors	Percentage of current debt over total debt by 30-Jun-16	1	Percentage	Current Debtors not above 40% of the total debtors by 30-Jun-17 (% of current debt over total debt)	Current Debtors not more than 20% of the total debtors by 30-Sep-16	Current Debtors not more than 30% of the total debtors by 31-Dec-16	Current Debtors not more than 35% of the total debtors by 31-Mar-17	Current Debtors not above 40% of the total debtors by 30-Jun-17					Summary Debtor age analysis report and calculations
BTO35	To practice sound financial management principles	Financial viability in terms of ratios	(Financial viability in terms of cost coverage ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	1	Ratio	(Financial viability in terms of cost coverage at 7: 1 ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	7:1	7:1	7:1	7:1					Detailed Calculation
BTO36	To improve the performance and functioning of the municipality	Submission of Finance portfolio committee items	Turnaround time for submission of Finance portfolio committee items to Corporate Services after receiving circular.	1	Turnaround time	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular	Submission of Finance portfolio committee items to Corporate Services within 7 working days after receiving circular					Proof of submission
OUTCOME 9						IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY									



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						ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
						PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
NATIONAL KPA						CROSS CUTTING INTERTEVATIONS									
BTO37	To improve the performance and functioning of the municipality	Submission of back to basics report to the office of the Corporate Services	Turnaround time for submission of monthly back to basics template to Corporate Services after receiving template	5	Turnaround time	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a monthly back to basics meeting within 5 working days after receiving the template from Corporate Services					Proof of submission and signed attendance register
BTO38	To improve the performance and functioning of the municipality	Submission of the back to basics to the office of the Corporate Services	Turnaround time for submission of quarterly back to basics template to Corporate Services after receiving template	5	Turnaround time	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services	Submit the required information at a quarterly back to basics meeting within 5 working days after receiving the template from Corporate Services					Proof of submission and signed attendance register



1. EVALUATION ON THE COMPETENCY FRAMEWORK STRUCTURE (CFS)

CFS's are based on the thirteen core competencies - every Manager should be assessed against all those CFS's that are applicable to her/his job. Compulsory CFS's for Managers are highlighted below:
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

COMPETENCY FRAMEWORK STRUCTURE (CFS)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
LEADING COMPETENCIES				
1. Strategic Direction & Leadership	10			
2. People Management				
3. <i>Programme and Project Management</i>				
4. Financial Management	40			
5. Change Leadership				
6. Service Delivery Innovation	10			
7. Governance Leadership	10			
CORE COMPETENCIES				
8. <i>Moral Competence</i>	10			
9. <i>Planning and Organising</i>	10			
10. Analysing and Innovation				
11. Knowledge and Information Management				
12. Communication				
13. Results and Quality Focus	10			
TOTAL	100%			



A person appointed as a senior manager must have the competencies as set out in this framework.
Focus must also be placed on the eight Batho Pele principles.



2. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS



3. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CFS's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery & Infrastructure Development	10		
2. Municipal Transformation & Institutional Development	10		
3. Social & Local Economic Development	0		
4. Financial Viability & Financial Management	60		
5. Good Governance & Public Participation	10		
6. Cross Cutting Interventions	10		
Total	%		
x 80%			%



KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURE OF THE EMPLOYEE:

CFO : _____

Signed in : _____ on _____ of _____ 20_____

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on _____ of _____ 20_____