Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Incremental Progression

Establishment: Council, ECA 2000 - 2003

Last Amended: 7 August 2014 - Enterprise Agreement 2014 to 2017

Nature of Amendment: Update to terminology

Date Last Reviewed:

Responsible Officer: Director, Human Resources

Enterprise Agreement 2014–2017, Clause A28 Incremental Progression

A28.1 Staff members who are in receipt of a salary which is less than the maximum step for their level/classification will be entitled to be considered for annual incremental progression through the steps within their level/classification.

A28.2 [Incremental progression] Progression to the next incremental step is subject to performance in the preceding 12 months being satisfactory.

A28.3 [Delay of an increment] Where a staff member’s performance is not at the expected standard, progression to the next step may be delayed to allow for improvement to be achieved. The staff member will be made aware of the supervisor’s concerns about under performance and given the opportunity to improve to a satisfactory standard. The maximum deferral period will be 6 months. If at the end of this period the performance is still not at the expected standard, the matter will be considered in accordance with the formal provisions of the University’s discipline provisions for academic or professional staff, whichever are appropriate.

A28.4 [Effect on increment date] Promotion (academic staff), reclassification (professional staff) to a higher level, leave without pay which does not count as service and delay of an increment may alter the staff member’s incremental date.

Procedures

1. Advice to supervisor

1.1 The supervisor of a staff member who is due to be considered for incremental progression will be notified by Human Resources (by automated email) normally three months in advance of the notional incremental date.

1.2 The affected staff member will receive a copy of the notification.
2. Assessment of performance

2.1 The supervisor is required to assess the staff member’s performance over the preceding 12 months and to determine whether progression to the next step:

2.1.1 should occur because performance has been satisfactory; or

2.1.2 should be delayed to allow a period of time for improvement in performance to be achieved.

2.2 Method of assessment An assessment of performance for the purposes of incremental progression may form part of the annual performance review. If this is not to occur within 3 months of the increment date, an interim assessment should be conducted.

2.3 Award or increment Unless advised to the contrary by the supervisor in accordance with 3 below, the staff member’s increment will be awarded on the due date.

3. Delay of an increment

3.1 Advice to staff member Where the staff member’s work performance is not at the expected standard, she/he should be made aware of the nature and details of the supervisor’s concerns with performance as soon as possible, and warned that there may be a delay in increment.

3.2 Opportunity to improve performance The staff member should be afforded an opportunity to improve her/his performance to a satisfactory standard, via a process that includes regular feedback and training /other support where appropriate, over an agreed timeframe.

3.3 Documentation The discussions/process undertaken in 3.1 and 3.2 should be documented by the supervisor.

3.4 Advice from Human Resources Supervisors contemplating delaying an increment are encouraged to seek advice from Human Resources and, to discuss the situation with their line manager or Dean of School/Head of Division, where appropriate depending on local circumstances.

3.5 Deadline The supervisor should provide written confirmation of the period of delay to Human Resources (via email prompt to the relevant Senior HR Adviser) no later than 3 weeks before the increment is due, to allow time for processing.

3.6 Effect on increment date The staff member’s increment date will be adjusted in accordance with the period of delay.

3.7 Improvement not achieved If, after a maximum period of delay of 6 months, a staff member’s performance is still not at the expected standard, the matter will be considered further in accordance with the relevant discipline provisions.

4. Accelerated incremental progression

4.1 Criteria Evidence of performance at a high level such as outstanding achievement of outcome(s) in relation to performance objective(s) agreed at the annual performance review, may be recognised by accelerated progression.

4.2 Accelerated progression may take two forms:

- progress to a higher salary step within the classification level;
- advancement to the next incremental step at an earlier date.

4.3 Seeking advice It may be appropriate for the supervisor to discuss the individual case with her or his line manager or head of area, depending on local circumstances, and / or seek advice from Human Resources.

4.4 Action Where a supervisor determines, normally in the course of the annual review of performance, that outstanding performance of a staff member is deserving of recognition through accelerated progression, she/he should forward a recommendation to Human Resources in writing, through the Executive Dean/Portfolio Head. This recommendation should include a brief statement about the basis for accelerated progression, and the form of accelerated progression to be awarded as per 4.2. Human Resources will advise the staff member in writing of acceleration of their incremental progression.

Related Links

Salary Scales
Professional Staff Performance Review and Development Framework (Enterprise Agreement clause B14)
Academic Staff Performance Review