

Incremental Progression Procedures

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1. Governing Policy

[Flinders University Enterprise Agreement](#), clause 29 INCREMENTAL PROGRESSION.

2. Purpose

These procedures set out the processes for staff to be considered for annual incremental progression through the steps within their level/classification.

3. Procedures

3.1. Assessment of Performance

- a. A staff member must satisfactorily complete any probation period before they can be considered for annual incremental progression.
- b. A staff member who is due to be considered for incremental progression and their supervisor will be notified by People and Culture three months in advance of the increment date.
- c. The supervisor must assess the staff member's performance in the preceding 12 months as part of the staff member's annual performance review and development, or by an interim assessment if the annual review is not due to occur within 3 months of the increment date, and determine whether:
 - i. the staff member's performance has been satisfactory and progression to the next step can occur on the increment date, or
 - ii. the staff member's performance has not been at the expected standard and progression to the next step is to be delayed in accordance with Procedure 3.2, or
 - iii. the staff member's performance has been exceptional, and their incremental progression is to be accelerated, or accelerated incremental progression will occur for retention purposes, in accordance with Procedure 3.3.
- d. All incremental progressions must be approved by the relevant Portfolio Director or College Vice-President and Executive Dean before they can take effect.

3.2. Delayed Incremental Progression

- a. Supervisors contemplating delaying an incremental progression are encouraged to seek advice from their People and Culture Business Partner and to discuss the individual case with their line manager or College Dean (People and Resources) or Portfolio Director.
- b. Where the staff member's performance has not been at the expected standard and progression to the next step is to be delayed, the supervisor must make the staff member aware of their concerns about under performance and give the staff member the opportunity to improve to a satisfactory standard via

- a process that includes regular feedback and training, or other support where appropriate, over an agreed period.
- c. The period of delay must not exceed 6 months. Supervisors must notify People and Culture in writing of the agreed period no later than 3 weeks prior to the increment date.
 - d. Any discussions undertaken in accordance with b. must be documented by the supervisor.
 - e. If at the end of the agreed period the staff member's performance is still not at the expected standard, the matter will be considered further in accordance with the relevant discipline provisions under the University's Enterprise Agreement.
 - f. If at the end of the agreed period the staff member's performance is determined to be satisfactory, the increment date will be adjusted in accordance with the period of delay.

3.3. Accelerated Incremental Progression

- a. Supervisors contemplating accelerating an incremental progression are encouraged to discuss the individual case with their line manager or College Dean (People and Resources) or Portfolio Director and/or seek advice from their People and Culture Business Partner.
- b. Evidence of a staff member's exceptional performance in the achievement of performance objectives agreed at their annual performance review and development, may be recognised by accelerated progression.
- c. Accelerated incremental progression may also occur for retention purposes.
- d. Accelerated progression may take two forms:
 - i. progress to a higher step within the level/classification
 - ii. advancement to the next step at an earlier date.
- e. Where a supervisor determines the staff member's performance has been exceptional and their incremental progression is to be accelerated, or that accelerated incremental progression is to occur for retention purposes, they must submit a request through [ServiceOne](#) (pending – use email in the interim) to their College Vice-President and Executive Dean or Portfolio Director for approval.

4. Resources

[ServiceOne Request Form](#) (pending – use email in the interim) to initiate the accelerated incremental progression process

[Salary Scales](#)

[Performance Review and Development \(Enterprise Agreement clause 27\)](#)

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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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