

Overview

After each twelve month period of service, continuous and fixed term staff members who have not already reached the top of their salary scale become eligible to move to the next salary point within their classification. Movement within salary points is conditional upon staff satisfying the requirements set out in this policy.

Policy

12.14.01 At the conclusion of each 12 months of service, following a staff member's entry into a classification, the staff member will be eligible for movement to the next salary point within the classification.

12.14.02 Movement to the next salary point within the classification will occur when the supervisor/Head of School has advised Human Resource Services in writing that, over the preceding twelve (12) months, the staff member has given satisfactory performance, having regard to the position classification standards, in areas that may include:

the undertaking of such teaching duties as may have been allocated by the supervisor in consultation with the staff member;

contribution, through research, scholarly writing, publication, creative work in the arts, professional practice, or in other ways, to the advancement of and application of knowledge;

participation in the administration of the institution and/or provisions of leadership and the undertaking of such administrative duties in the organisational unit as might have been assigned by the supervisor;

contribution of service to the relevant discipline through professional activity, continuing education, consultancy, conference organisation or other similar activity relevant to the work of the institution; and

participation in the scheme of Goal Setting and Performance Review and the undertaking of such professional or personal development activities as might have been agreed during that process.

12.14.03 It is recognised that academic staff have different career paths and that an academic staff member's duties may not span all of the areas above but are subject to the goals agreed between the staff member and their supervisor in the preceding 12 month period. Lesser involvement in one area will be compensated for by a greater involvement in another.

- 12.14.04** The decision about the incremental progression will be made prior to the expiry of the 12 month period and if progression is approved, the incremental pay increase will take effect from the day after the expiry of the 12 month period.
- 12.14.05** The supervisor will make a recommendation that movement to the next salary point is:
- approved; or
deferred; or
declined.
- 12.14.06** A deferral may be appropriate to give the staff member an opportunity to meet the requirements. In these circumstances the supervisor would specify the period of time for the deferment and determine a date to review the situation. The reasons for the deferral and the issues or actions to be addressed must be clearly communicated to the staff member.
- 12.14.07** The subsequent twelve month review period will commence from the date that the staff member is recognised as meeting the requirements.
- 12.14.08** If movement is declined the staff member remains at the same level for the ensuing twelve month period, until the next review is undertaken.
- 12.14.09** The withholding of an increment will not be the first indication to a staff member that their supervisor is concerned about their performance against the criteria. It is the responsibility of the relevant supervisor to inform the staff member when their performance is such that consideration is being given to withholding an increment. The supervisor will inform the staff member in writing that their performance against the criteria needs to improve if increments are not to be withheld in the future.
- 12.14.10** Where a person is refused movement within salary points, a copy of the form including the reasons for the refusal will be provided to the staff member by the Dean.
- 12.14.11** A continuing staff member who has been absent on leave without pay in excess of three consecutive months will have the review delayed by the period of absence. Any resultant increment will also be delayed for the period of the absence.
- 12.14.12** Any grievance arising out of this clause will be processed in accordance with the University's Grievance Procedures (Section **18.02**). Where the grievance resolution process has indicated that movement between salary points should have occurred, any adjustment to salary will be paid retrospectively to the staff member's anniversary date.

Procedures

- 12.14.13** A list containing the names of staff becoming eligible for movement to the next salary point within a classification will be sent out from Personnel Services to the Head of School concerned, at least two (2) months prior to the staff member's increment date.
- 12.14.14** Supervisors, in consultation with each staff member, must determine if the requirements for movement to the next salary point within a classification has been met.
- 12.14.15** The 'Incremental Progression' Form **12.14a** must be completed as a formal record.
- 12.14.16** If the supervisor is not the Head of School, then the Form will be forwarded to the Head of School, for approval in the case of allowing the increment, or for recommendation in the case of deferral or declining of the increment.
- 12.14.17** A copy of the Form will then be provided to the staff member and signed by them to indicate that they have seen the recommendation.
- 12.14.18** If the Head of School's recommendation is to allow the increment, the Form will be forwarded to Personnel Services for action.
- 12.14.19** If the Head of School's recommendation is to defer or to decline the increment, the form will be sent to the Dean for final decision. The staff member then has five days from receipt of the form to provide a response in writing to the Dean.
- 12.14.20** The Dean will consider the Head of School's report and the staff member's response and will make a decision on whether to allow, defer or decline the increment.
- 12.14.21** The staff member will then be forwarded a copy of the form including the Dean's final decision regarding their increment and the reasons for that decision. A copy will also be sent to Personnel Services.
- 12.14.22** Completed forms are to be forwarded to Personnel Services at least two weeks prior to the staff member's incremental date.
- 12.14.23** Personnel Services will be responsible for:
- updating the staff member's information on the Human Resource Management Information System; and
 - filing all documentation on the staff member's personal file.

Further Information

Manager Employee Relations Ext 3496

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