

Overview

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

Policy

12.15.01 At the conclusion of each twelve (12) month period, following the staff member's entry into a classification, a staff member will be eligible for movement to the next highest salary point within the classification.

12.15.02 Movement to the next salary point within the classification will only occur when the supervisor/manager has advised Human Resource Services in writing that, over the preceding twelve (12) months, the staff member:

a) has demonstrated satisfactory performance against the relevant classification description; and

b) General Staff – has acquired and used additional skills, experience and knowledge within the ambit of the classification, in accordance with the priorities of the organisational unit, consistent with the principles with the criteria used in the Performance Management System

OR

ELC Staff – has attained the appropriate level of competency required for advancement, in accordance with the priorities of the organisational unit, consistent with the principles with the criteria used in the Performance Management System. [NEW]

12.15.03 The supervisor will make a recommendation that movement to the next salary point is:

approved;
deferred; or
declined.

12.15.04 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.

- 12.15.05** The subsequent twelve month review period will commence from the date that the staff member is recognised as meeting the requirements.
- 12.15.06** If movement is declined the staff member remains at the same level until the conclusion of the following twelve month period.
- 12.15.07** The withholding of an increment will not be the first indication to staff members 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.
- 12.15.08** Where a member of staff is refused movement within salary points, the form outlining the reasons for the refusal will be provided by the relevant supervisor/manager.
- 12.15.09** 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.
- 12.15.10** A staff member who has been absent on Leave Without Pay will have their increment date adjusted by the equivalent period of the absence.

Procedures

- 12.15.11** A list containing the names of staff becoming eligible for movement to the next salary point within a classification will be sent out from Human Resource Services to each Head of Cost Centre at least two (2) months prior to the staff member's incremental date.
- 12.15.12** 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.
- 12.15.13** The 'Incremental Progression' form **12.15a** must be completed as a formal record.
- 12.15.14** 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. The staff member then has five days from receipt of the form to provide a response in writing to the Head of Cost Centre.

- 12.15.15** The Head of Cost Centre will consider the supervisor's report and the staff member's response and will make a decision on whether to allow, defer or decline the increment.
- 12.15.16** Where the supervisor is the Head of Cost Centre, and the decision is to defer or decline the increment, then the Form and the staff member's response will be forwarded to the Head of Cost Centre's supervisor for final determination.
- 12.15.17** The staff member will then be forwarded a copy of the Head of Cost Center's (or their supervisor's) final decision regarding their increment and the reasons for that decision. A copy will also be sent to Human Resource Services.
- 12.15.18** Completed forms are to be forwarded to Human Resource Services at least two weeks prior to the staff member's incremental date.
- 12.15.19** Human Resource Services staff will be responsible for:
- updating the staff member's information on the Human Resource Management Information System if required; and
 - filing all documentation on the staff member's personal file.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

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