

POLICY



Incremental Progression

Contact Officer Manager, Employee Relations

Purpose To document the policy/principles for incremental progression.

Overview Incremental progression policy provides information for Managers to determine the eligibility to incremental progression for staff.

Scope This policy applies to all Staff Members.

The Policy

Eligibility and Entitlement

The eligibility and entitlement to incremental progression are prescribed by the Agreement.

Incremental Progression

On completion of each twelve (12) months service, continuing and fixed-term Staff Members not on the maximum salary point for their classification level will automatically progress to the next salary step within the classification.

Casual general Staff Members will be eligible for incremental progression on completion of 1200 hours.

Withholding Incremental Progression

A Staff Member's incremental progression may be withheld where:

a) an adverse report under the University's Performance Development and Review program is received by Human Resources prior to the Staff Member's increment date; or

b) the Staff Member is subject to review in accordance with the Unsatisfactory Performance or Misconduct and Serious Misconduct provisions of the Agreement. A decision on the payment of a withheld increment will be made following the review.

Accelerated Progression

Where a Staff Member has consistently exceeded the required level of competency for normal incremental progression, the Head may approve accelerated progression to a higher step within the Staff Member's current salary classification.

	Where a Staff Member is at the top of the incremental range for their salary classification and following annual review of performance she/ he is shown to be consistently exceeding the required level of competency then the Head may approve additional payment in accordance with University policy.
Keywords	Incremental Progression, Accelerated Progression, Eligibility and Entitlement, Withholding Incremental Progression

Date Approved	<i>27 May 2008</i>
Approval Authority	<i>Director, Human Resources</i>
Date of Commencement	<i>tba</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>3 years from date of commencement</i>
Related Policies, Procedures and Guidelines	<i>Policy/Procedures – Incremental Progression</i>
Policies Superseded by this Policy	<i>List the policy, policies and / or previous authority superseded by this new policy</i>

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