



Incremental Progression

Contact Officer Manager, Employee Relations

PROCEDURE	Purpose	To document the procedures for incremental progression.
	Procedure	Incremental Progression
	Human Resources	Compiles monthly reports identifying Staff Members (by Division/ Office) who are due for incremental progression for the Head.
	Head	Notifies the Staff Member’s supervisor of the incremental progression.
		<p>Withholding Incremental Progression</p> <p>In circumstances where:</p> <p>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</p> <p>b) prior to the Staff Member’s increment date, the Staff Member is subject to review under Unsatisfactory Performance or Misconduct and Serious Misconduct in accordance with the Agreement;</p> <p>Advise the Staff Member in writing that incremental progression will be withheld.</p> <p>The written notification will include the following information:</p> <p style="padding-left: 40px;">The date incremental progression was due; The reason for withholding incremental progression; and The date incremental progression will be reviewed.</p> <p>Complete the Incremental Progression Form (form) and attach relevant documentation supporting the decision to withhold incremental progression. Relevant documentation may include:</p> <p style="padding-left: 40px;">the Staff Member’s Performance Development Review; or other documentation detailing the Staff Member’s unsatisfactory performance or misconduct/ serious misconduct.</p>
	Supervisor	

	Human Resources	<p>Forward a copy of the written notification, form and relevant documentation to Human Resources, no later than two (2) weeks prior to the increment date.</p> <p>Review the notification to ensure accuracy and consistency with University policy.</p> <p>Refer any concerns with the notification to the supervisor and, if appropriate, the Head for resolution.</p> <p>Adjust the payroll system to reflect the amended date for incremental progression and maintain records for reporting and compliance.</p>
	Supervisor	<p>Review of Incremental Progression</p> <p>Meet with the Staff Member to discuss her/ his performance, following notification that the Staff Member is due for incremental progression.</p> <p>Determine and advise the Staff Member whether her/ his performance or conduct during the review period has been sufficient to warrant incremental progression.</p>
	Supervisor	<p>Backpayment of Incremental Progression</p> <p>Determine whether to backdate the incremental date when the unsatisfactory performance or misconduct/ serious misconduct has been resolved during the review period. This may be effective from:</p> <ul style="list-style-type: none"> the original incremental progression date; or any period between the original incremental progression date and the amended incremental progression date. <p>Advise the Staff Member of this decision in writing.</p>
	Human Resources	<p>Forward a copy of the written notification, form and relevant documentation to the Head and Human Resources.</p> <p>Adjust the payroll system to reflect any amended date for incremental progression and maintain records for reporting and compliance.</p>
	Supervisor	<p>Further Withholding of Incremental Progression</p> <p>Determine whether the unsatisfactory performance or misconduct/ serious misconduct has been resolved during the review period. If it has not, advise the Staff Member in writing that incremental progression will be withheld.</p> <p>Follow the steps required under the procedure for <i>Withholding</i></p>

		<p><i>Incremental Progression</i> above.</p> <p>Take appropriate action to resolve the unsatisfactory performance or misconduct/ serious misconduct in accordance with the Agreement.</p> <p>Accelerated Progression</p> <p>Recommend accelerated progression, following review of the Staff Member’s performance, where the Staff Member has consistently and significantly exceeded the required level of competency.</p>
	Supervisor	<p>Review the supervisor’s recommendations and determine whether accelerated progression is appropriate in the circumstances.</p>
	Head	<p>In determining whether the Staff Member should be granted accelerated progression, the Head will give consideration to the following:</p> <ul style="list-style-type: none"> the period of sustained performance; the Staff Member’s length of service; the number of incremental steps within the Staff Member’s classification level; other reward or recognition that the Staff Member may have received during the review period; other non-monetary reward and recognition programs (including learning and development opportunities) that may be appropriate in the circumstances; and any budgetary/ fiscal constraints on the Division/ Office. <p>Consult with the supervisor and the Staff Member in relation to the recommendation for accelerated progression if further input is required.</p> <p>Determine whether accelerated progression will be approved and, if it is, submit to Human Resources for processing.</p>
	Human Resources	<p>Adjust the payroll system to reflect any accelerated incremental progression and maintain records for reporting and compliance.</p> <p>The decision to grant accelerated progression will not normally affect the incremental progression date.</p>
	Head	<p>Provide reasons to decline a recommendation to the Staff Member and/ or the Supervisor on request.</p>
	Keywords	<p>Incremental Progression, Accelerated Progression, Eligibility and Entitlement, Withholding Incremental Progression</p>

Date Approved	27 May 2008
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>Incremental Policy/Procedures</i>

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