

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Incremental Progression

Establishment: Council, ECA 2000 - 2003

Last Amended: 17 June 2020

Nature of Amendment: Update to terminology

Date Last Reviewed:

Responsible Officer: Director, People and Culture

These procedures provide additional detail to give practical effect to [clause 29 INCREMENTAL PROGRESSION](#) of the Enterprise Agreement 2019.

Procedures

1. Advice to supervisor

1.1 The supervisor of a staff member who is due to be considered for incremental progression will be notified by People and Culture (by automated email) normally three months in advance of the notional incremental date.

1.2 The affected staff member will receive a copy of the notification.

2. Assessment of performance

2.1 The supervisor is required to assess the staff member's performance over the preceding 12 months and to determine whether progression to the next step:

2.1.1 should occur because performance has been satisfactory; or

2.1.2 should be delayed to allow a period of time for improvement in performance to be achieved.

2.2 Method of assessment An assessment of performance for the purposes of incremental progression may form part of the annual performance review. If this is not to occur within 3 months of the increment date, an interim assessment should be conducted.

2.3 Award or increment Unless advised to the contrary by the supervisor in accordance with 3 below, the staff member's increment will be awarded on the due date.

3. Delay of an increment

3.1 Advice to staff member Where the staff member's work performance is not at the expected standard, they should be made aware of the nature and details of the supervisor's concerns with performance as soon as possible, and warned that there may be a delay in increment.

3.2 Opportunity to improve performance The staff member should be afforded an opportunity to improve their performance to a satisfactory standard, via a process that includes regular feedback and training /other support where appropriate, over an agreed timeframe.

3.3 Documentation The discussions/process undertaken in 3.1 and 3.2 should be documented by the supervisor.

3.4 Advice from People and Culture Supervisors contemplating delaying an increment are encouraged to seek advice from People and Culture and, to discuss the situation with their line manager or College Dean (People and Resources) / Portfolio Director, where appropriate depending on local circumstances.

3.5 Deadline The supervisor should provide written confirmation of the period of delay to the People and Culture Business Partner no later than 3 weeks before the increment is due, to allow time for processing.

3.6 Effect on increment date The staff member's increment date will be adjusted in accordance with the period of delay.

3.7 Improvement not achieved If, after a maximum period of delay of 6 months, a staff member's performance is still not at the expected standard, the matter will be considered further in accordance with the relevant discipline provisions.

4. Accelerated incremental progression

4.1 Criteria Evidence of performance at a high level such as outstanding achievement of outcome(s) in relation to performance objective(s) agreed at the annual performance review, may be recognised by accelerated progression.

4.2 Accelerated progression may take two forms:

- progress to a higher salary step within the classification level;
- advancement to the next incremental step at an earlier date.

4.3 Seeking advice Supervisors are encouraged to discuss the individual case with their line manager and / or seek advice from their People and Culture Business Partner.

4.4 Action Where a supervisor determines that performance of a staff member is deserving of recognition through accelerated progression, they should forward a recommendation to their College Vice-President and Executive Dean/Portfolio Head and People and Culture Business Partner in writing. This recommendation should include a brief statement about the basis for accelerated progression, and the form of accelerated progression to be awarded as per 4.2.

Related Links

[Salary Scales](#)

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