

Name of Policy	Incremental Progression for General Staff Policy	
Description of Policy	<i>This policy covers the arrangements for the incremental progression of general staff members at the University</i>	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>	
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>	

Human Resources Directorate

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1. Background Information

This policy has been developed in support of the provisions for incremental progression of general staff at ACU.

2. Definitions

“Continuous service” means service with the University which is unbroken and counts for leave purposes. Any period of leave without pay of more than 6 months, or breaks in fixed-term employment of 6 weeks or more shall not be regarded as continuous service.

“Satisfactory performance” means performance at an appropriate level for the staff member’s appointment and consistent with the staff member’s duties and Position Classification Standards.

3. Policy Statement

Subject to the provisions of this policy, a general staff member will normally proceed through their relevant incremental salary scale. In order to achieve progression to the next point on an incremental scale, a staff member is expected to be able to demonstrate that she/he has met the necessary performance requirements for incremental progression, as assessed by the staff member’s supervisor following a performance review. Incremental progression acknowledges that a staff member has acquired additional skills, experience and knowledge and utilizes these to make an increased contribution to the University.

4. Policy Purpose

This policy sets out the arrangements for the review and assessment of a general staff member who is appointed to an incremental scale.

5. Application of Policy

5.1 This policy applies to all continuing and fixed-term general staff members of the University.

5.2 Incremental progression shall normally occur on a staff member’s service anniversary date. This incremental anniversary date normally occurs after a staff member has completed 12 months of continuous service at their current incremental step with the University.

5.3 Incremental progression will be deferred by 6 months following a staff member’s return from any period of absence from the University on paid or unpaid leave of 6 months or more to allow reasonable time to review performance. Where the review justifies incremental progression, payment of the increment shall take effect from the date of the deferred review.

5.4 In order to achieve progression to the next point on an incremental scale, a staff member is expected to be able to demonstrate that she/he has met the necessary performance requirements for incremental progression, as assessed by the staff member’s supervisor following a performance review carried out in accordance with the General Staff Performance Development Program. Incremental progression will occur when the staff member is confirmed over the preceding 12 months to have:

- acquired and used additional skills, experience and knowledge within the ambit of their classification and in accordance with the priorities of the organisational unit and/or the University; and,
- demonstrated satisfactory performance against the classification standards for the staff member’s level of appointment.

5.5 If a staff member has not met the criteria for incremental progression (as outlined in section 5.4), the increment date may be deferred. In these circumstances, the situation must be reviewed within six months from the incremental anniversary date. Where the subsequent review justifies incremental progression, payment of the increment shall take effect from the date of the subsequent review.

5.6 An increment shall not be withheld, other than in accordance with this policy for incremental progression.

6. Approvals

Incremental progression reports are submitted for approval by the appropriate delegated officer. Information on delegated officers for incremental progression approvals is available in the University Staff Delegations which are published on the Human Resources website.

7. Procedures

7.1 At least three months before a staff member's incremental anniversary date, Human Resources will forward an Incremental Progression Report for General Staff Form to the staff member's nominated supervisor.

7.2 Nominated supervisors of staff members employed on a fixed-term appointment of 12 months or less will be forwarded an Incremental Progression Report for General Staff once the staff member's incremental anniversary date falls within a period of authorised employment.

7.3 For staff who have been employed for more than 12 months, the nominated supervisor completes the report certifying that a formal Annual Performance Review has been conducted with the staff member in the last twelve months as required by the Performance Development Program (PDP) for General Staff and that the staff member's performance satisfies the criteria for incremental progression.

7.4 For staff who have been employed for less than 12 months and who have not had a formal Annual Review, the nominated supervisor completes the report certifying that an informal performance review has been conducted with the staff member since she/he commenced employment with ACU and that the staff member's performance satisfies the criteria for incremental progression.

7.5 In both cases, the nominated supervisor then forwards the report to the relevant delegated officer for approval. Once approved, copies of the report are to be forwarded to the staff member, the nominated supervisor, and to Human Resources at the Strathfield campus.

8. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

9. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.