

Name of Policy	Incremental Progression for Professional Staff Policy
Description of Policy	This policy outlines the arrangements in relation to incremental progression of Professional Staff.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	Policy revised to provide better clarity regarding the process of deferring an incremental progression and the responsibilities of Managers and supervisors and staff members. Administration process information also updated.

Approval Authority	Vice-Chancellor
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	27 April 2015
Effective Date	7 March 2008
Date of Last Revision	7 March 2008
Date of Policy Review*	30 June 2017

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Performance Review and Planning for Professional Staff Policy Managing Unsatisfactory Performance Policy.
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1. Background Information

Australian Catholic University recognises the need for excellence to be successful in all of its activities and operations. In the context of its Mission and Strategic Goals, a way in which an individual staff member's performance and contribution to the University is recognised and rewarded is through incremental progression.

2. Definitions

“Satisfactory performance” means performance at an appropriate level for the staff member's appointment and consistent with the staff member's duties and Position Descriptors

3. Policy Statement

The Incremental Progression for Professional Staff Policy acknowledges that a staff member has demonstrated satisfactory performance which has led to an increased contribution to the University.

4. Policy Purpose

The purpose of this policy is to inform Professional staff of the conditions of incremental progression.

5. Application of Policy

- 5.1 This policy applies to all continuing and fixed-term Professional Staff members of the University.
- 5.2 A Professional staff member normally progresses to the next step of their current classification level following each twelve (12) months of paid service based upon satisfactory performance.
- 5.3 In order to achieve incremental progression a staff member must be able to demonstrate that they have met the necessary performance outcomes and expected levels of achievement for incremental progression, over the preceding twelve (12) months, as assessed by their nominated supervisor, following a performance review carried out in accordance with the Professional Staff Performance Review and Planning process.
- 5.4 If a staff member has not demonstrated that they have met the necessary performance outcomes and expected levels of achievement for incremental progression, as assessed by their nominated supervisor, over the preceding twelve (12) months, the increment date may be deferred.
- 5.5 If a nominated supervisor determines that a staff member has not demonstrated that they have met the necessary performance outcomes and expected levels of achievement for increment progression, and considers the increment date should be deferred, it will normally be expected that the nominated supervisor has provided feedback to the staff member in relation to the specific performance concerns in accordance with the Performance Review and Planning Program for Professional Staff Policy and/or the Managing Unsatisfactory Performance Policy.

- 5.6 Where a decision is made by the nominated supervisor to defer an increment date, the nominated supervisor will normally provide at least four (4) weeks notification to a staff member regarding the deferral.

In these circumstances, the situation must be reviewed within six (6) months from the incremental anniversary date. During this period, it will normally be expected that the nominated supervisor will continue to manage the staff member's performance in accordance with the Performance Review and Planning Program for Academic Staff Policy and/or the Managing Unsatisfactory Performance Policy.

Where the subsequent review justifies incremental progression, payment of the increment shall take effect from the date of the subsequent review.

- 5.7 An increment shall not be withheld, other than in accordance with this policy.

6. Roles and Responsibilities

6.1 MANAGERS AND SUPERVISORS

Managers and supervisors are responsible for managing the performance of their staff, and to assist them to achieve satisfactory performance through:

- Providing the context for the work of the Faculty/School/Centre/Directorate/Institute/ Portfolio that clearly conveys that organisation's performance expectations of the staff member;
- Providing direction and clarity to staff on how their role contributes to the strategic priorities of the organisational unit and the University;
- Supporting, monitoring and assessing the contribution of staff through ongoing dialogue with them;
- Setting performance expectations;
- Working with staff to resolve issues;
- Notifying Human Resources of any individual staff performance concerns and any consideration of deferring an increment date.

6.2 STAFF MEMBERS

Staff Members are responsible for:

- Full participation, engagement, resolving issues, meeting standards and ensuring quality.

7. Procedures

- 7.1 At least three (3) months prior to a staff member completing twelve (12) months of paid service at their current incremental level, Human Resources will notify the staff member's supervisor, by email, seeking advice as to whether the staff members performance has satisfied the requirements for incremental progression.

- 7.2 For staff who have not had a formal performance review carried out, the supervisor may undertake an informal performance review and advise Human Resources as to whether the staff members performance has satisfied the criteria for incremental progression.

- 7.3 Unless otherwise advised by the supervisor, a staff member's increment will progress accordingly.

- 7.4 Incremental progression will be deferred by six (6) months following a staff member's return from any period of absence from the University on paid or unpaid leave of six (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.

8. Policy Review

The University may make changes to this policy 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 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 information or advice be required staff should visit [Service Central](#).