Incremental Progression Policy

Section 1 - Purpose

(1) This Policy details the principles related to incremental salary progression.

Background

(2) Incremental progression refers to the movement upwards through the salary steps within each classification level. Increments are normally a single step, although accelerated progression may be possible where performance exceeds the level of competency for a single increment.

Scope

(3) This Policy applies to all staff employed at Macquarie University under the relevant Enterprise Agreements. It is of particular relevance to supervisors and staff in Human Resources.

Section 2 - Policy

(4) There will be an annual incremental salary progression system.

(5) Incremental progression will be managed through Human Resources.

Eligibility

(6) Continuing and Fixed-Term Staff – completion of twelve months continuous service since appointment or the last increment date.

(7) Casual Professional Staff – completion of 1200 hours service within the same classification level.

(8) Casual Academic Staff – not eligible.

Entitlement

(9) Staff members who are not on the maximum salary point for their classification level (and Band, where appropriate) and who meet the eligibility requirements, will automatically progress to the next salary step within the classification level (and Band, where appropriate), unless the increment is withheld.

(10) Staff members on the maximum salary point for their classification are covered by the provisions of the Reward and Recognition Policy.

Salary Classifications

(11) The full-time salary rates are provided in Schedule 1 of the Macquarie University Enterprise Agreement.

(12) Each classification has a specific number of salary steps. Incremental progression has the effect of the salary of a staff member increasing progressively through the salary steps within a classification, level or band.

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Accelerated Progression

(13) Where a staff member has consistently exceeded the required level of competency for a single salary increment, the Executive Dean or Head of Office may approve accelerated progression to a higher step within the staff member's current salary classification.

(14) This may only be considered when the increment is due.

Funding

(15) All incremental progression costs are funded through Faculty / Office funds.

Withholding Incremental Progression

(16) All incremental progression approvals are subject to satisfactory performance. A staff member's incremental progression will be withheld where:

a. an adverse report under the Performance Development and Review system is received by Human Resources prior to a staff member's increment date; or
b. a staff member is subject to review in accordance with the Unsatisfactory Performance or Misconduct and Serious Misconduct provisions of the Macquarie University Enterprise Agreements. A decision on the payment of a withheld increment will be made following the review.

Compliance and Breaches

(17) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

Section 3 - Procedures

(18) Refer to the Incremental Progression Procedure.

Section 4 - Guidelines

(19) Nil.

Section 5 - Definitions

(20) Commonly defined terms are located in the University Glossary.

Status and Details

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
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