Incremental Progression Procedure

Section 1 - Purpose

(1) This Procedure outlines the actions and responsibilities involved in incremental salary progression.

Scope

(2) This Procedure requires actions by the following:

a. Executive Dean / Head of Office;
b. Human Resources Officer; and
c. Supervisor.

Section 2 - Policy

(3) Refer to the Incremental Progression Policy.

Section 3 - Procedures

Responsibilities and Required Actions

(4) This Procedure consists of the following actions:

a. Notify of Incremental Progression;
b. Review Incremental Progression;
c. Recommend Accelerated Progression;
d. Approve Accelerated Progression;
e. Withhold Incremental Progression; and
f. Review Unsatisfactory Performance or Misconduct / Serious Misconduct.

Human Resources Officer

Notify of Incremental Progression

(5) Compile a monthly Incremental Progression Report, identifying staff members (by Faculty / Office) who are due for incremental salary progression.

(6) Forward the Report to the Executive Dean / Head of Office.

Executive Dean / Head of Office

(7) Notify each supervisor of the staff due for incremental progression.

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Supervisor

Review Incremental Progression

(8) Meet with the staff member to discuss their performance, following receipt of the incremental progression notification.

(9) Determine whether the staff member's performance or conduct during the review period has been sufficient to warrant incremental progression.

(10) Notify the staff member accordingly.

(11) No further action is necessary if the incremental progression is approved, as the process assumes approval unless there is a decision to withhold and this is notified to Human Resources prior to the incremental progression payment date.

Recommend Accelerated Progression

(12) Where the staff member has consistently and significantly exceeded the required level of competency, and following review of their performance, recommend accelerated progression.

Executive Dean / Head of Office

Approve Accelerated Progression

(13) Review the supervisor's recommendation and determine whether accelerated progression is appropriate.

(14) In determining eligibility for accelerated progression, give consideration to the following:

a. the period of sustained performance;
b. the staff member's length of service;
c. the number of incremental steps within the staff member's classification level;
d. other reward or recognition that the staff member may have received during the review period;
e. other non-monetary reward and recognition programs (including Learning and Development opportunities) that may be appropriate in the circumstances; and
f. any budgetary / fiscal constraints on the Faculty / Office.

(15) If further input is required, consult with the supervisor and the staff member in relation to the recommendation for accelerated progression.

(16) Determine whether to approve accelerated progression. If approved submit the approval documentation to Human Resources for processing.

(17) Notify both the staff member and supervisor of the approval.

(18) On request, provide reasons for declining a recommendation to the staff member and / or the supervisor.

Human Resources Officer

(19) Adjust the payroll system to reflect the approved accelerated progression and maintain records for reporting and compliance.

(20) The decision to grant accelerated progression will not normally affect the next incremental progression date.

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Supervisor

Withhold Incremental Progression

(21) Notify the staff member in writing that incremental progression will be withheld where, prior to the staff member's increment date:

a. an adverse report under the University's Performance Development and Review program is received by Human Resources; or
b. the staff member is subject to review under the Unsatisfactory Performance or Misconduct and Serious Misconduct in accordance with the Macquarie University Enterprise Agreements.

(22) The written notification must include:

a. the date incremental progression was due;
b. the reason for withholding incremental progression; and
c. the date incremental progression will next be reviewed.

(23) Complete the Incremental Progression form and attach supporting documentation such as:

a. the staff member's Performance Development and Review form(s); and
b. other documentation detailing the staff member's unsatisfactory performance or misconduct / serious misconduct.

(24) Forward the following documents to Human Resources no later than two (2) weeks prior to the increment date:

a. copies of the staff member's written notification;
b. the incremental progression form; and
c. supporting documentation.

Human Resources Officer

(25) Review the staff member's notification to withhold incremental progression to ensure accuracy and consistency with the Macquarie University Enterprise Agreements.

(26) Refer any concerns with the notification to the supervisor and, if appropriate, the Executive Dean / Head of Office for resolution.

(27) Adjust the payroll system to reflect the amended date for incremental progression and maintain records for reporting and compliance.

Supervisor

Review Unsatisfactory Performance or Misconduct / Serious Misconduct

Unsatisfactory Performance or Misconduct / Serious Misconduct is Resolved

(28) When the unsatisfactory performance or misconduct / serious misconduct has been resolved during the review period, determine whether to backdate the incremental progression payment date.

(29) In these circumstances the incremental progression payment may be effective from:

a. the original incremental progression date; or

b. any period between the original and the amended incremental progression date.

(30) Notify the staff member of this decision in writing.

(31) Forward the following documents to both the Executive Dean / Head of Office and Human Resources:

a. copies of the staff member's written notification;
b. incremental progression form; and
c. supporting documentation.

Human Resources Officer

(32) Adjust the payroll system to reflect any amended date for incremental progression and maintain records for reporting and compliance.

Supervisor

Unsatisfactory Performance or Misconduct / Serious Misconduct is not Resolved

(33) When the unsatisfactory performance or misconduct / serious misconduct has not been resolved during the review period, notify the staff member in writing that incremental progression will be withheld.

(34) Follow the steps required under Withhold Incremental Progression above.

(35) Take appropriate action to resolve the unsatisfactory performance or misconduct / serious misconduct in accordance with the Macquarie University Enterprise Agreements.

Section 4 - Guidelines

(36) Nil.

Section 5 - Definitions

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

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