

# Staff - Incremental Progression Procedures

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## INTRODUCTION

The University's focus is on encouraging an efficient and effective workforce. The University recognises the importance of all staff members to the growth and success of the University and accordingly encourages productivity and personal development in all staff. The [Charles Darwin University and Union Enterprise Agreement](#) provides for salary increments in recognition of staff members who successfully add to their skills and work value during the year. Such addition of skills and work value are demonstrated where a staff member is satisfactorily assessed following a Performance Development Review.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

## INTENT

The purpose of this document is to inform all staff members of the process for incremental progression within the staff member's salary scale. For Academic staff promotion refer to the [Academic Staff Promotion Procedures](#). For reclassification/evaluation of General staff from a lower level to a higher level refer to cl.60 of the [Charles Darwin University and Union Enterprise Agreement](#).

## RELEVANT DEFINITIONS

In the context of this document

**Annual Incremental Progression** means progression within the salary scale on an annual basis subject to a staff member obtaining demonstrable addition to skills or work value during the relevant calendar period as demonstrated by a satisfactory assessment against the PDRS;

**Incremental Progression Steps for Teaching-Focused Academic Staff** means progression between Step 5 and Step 6 or Step 8 and Step 9 and will be subject to evidentiary requirements;

**PDRS** means Performance Development Review System;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent;

**Supervisor** means the person responsible for day-to-day supervision of a staff member or a group of staff; and

**Teaching-focussed Academic Staff (TFAS)** means an academic staff member expected predominantly to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity.

## PROCEDURES

### General

Incremental progression means the movement from one salary point to another salary point (such as HEW 5.1 to HEW 5.2) and does not incorporate crossing a qualification or knowledge/skills barrier or movement between the major components of a given employment category (such as HEW 3 to HEW 4).

### Annual Incremental Progression

Progression through the salary scale for academic and general staff classifications is considered routine, subject to satisfactory assessment of work performance as determined by the relevant immediate supervisor in accordance with the University's PDRS.

Incremental progression anniversary date is the staff member's date of commencement of employment with the University or as applicable based on their most current contract of employment.

Notwithstanding the above a period of Leave without Pay (LWOP) will not count as service in determining the anniversary date for incremental progression.

For example:

John commenced with the University on 15 January 2005 (original commencement). In 2009 John took a six (6) month period of LWOP. When John returns to work his anniversary date will now be 15 June 2005 - six (6) months from the date of his original commencement to account for the period of LWOP that does not count towards his service.

### Incremental Progression for Teaching-focused Academic Staff (TFAS) - predominantly delivering in VET

Notwithstanding annual incremental progression, additional evidence is required for TFAS predominantly delivering in VET to progress between steps 5 to 6 and steps 8 to 9.

Where a staff member achieves the conditions to progress to a higher level in accordance with the incremental progression it is expected that the staff member apply those skills where possible in an ongoing manner.

### Transitional Arrangements

Notwithstanding the above, cl.16.1.5 of the Agreement provides that Academic Staff (Research-Active and Research) classified as level B, C or D at any stage during the life of the current Agreement will have their incremental progression suspended until 30 June 2013 (the nominal expiry date of the Agreement). The reason for this is that the transitional salary scales embody an increase in steps at Academic level A which will result in a transitional movement in the Academic levels B, C and D. Although an Academic Staff member's step will remain static, increases will proceed in accordance with this clause.

### Supervisor Responsibility

The supervisor is responsible for:

- Ensuring a PDRS has been completed for the staff member;
- Ensuring a review of the staff member's contribution to additional skills and work value has been assessed as satisfactory following a PDRS review; and

- Informing Office of People and Capabilities prior to a staff member's anniversary date if the staff member has not performed satisfactorily (in this instance, the incremental progression will not be applied).

Where the incremental progression is for a TFAS member progressing from Steps 5 to 6 or Steps 8 to 9, the [Incremental Progression Steps for TFAS form](#) must be completed and the supervisor must seek Senior Management approval prior to returning the form to Office of People and Capabilities.

On receipt of an approved form, Office of People and Capabilities will generate the salary increase.

### **Increment not approved**

Where a staff member's PDRS rating is unsatisfactory and/or evidence for TFAS required for progression from Step 5 to Step 6 and Step 8 to Step 9 is insufficient and therefore an increment is not supported by the supervisor, the supervisor must contact Employee Relations, Office of People and Capabilities.

### **Performance remediation (cl 30)**

Where a staff member receives an overall performance rating deemed to not be satisfactory, the Supervisor may:

- Take action under Clause 32 of the Agreement; or
- In the case of Research-Active Academic Staff, the supervisor may negotiate with the staff member, a move to a Teaching-Focused Academic role with the agreement of the staff member, provided that the staff member's teaching performance is deemed to be satisfactory; or
- By agreement with the staff member, provide for a period of performance remediation of up to 6 months.

During the performance remediation period any increment due to the staff member may be delayed.

If the performance does not improve to at least a satisfactory level during the remediation period, then in the absence of mitigating circumstances (as approved by the Deputy Vice-Chancellor), the Supervisor must report this to the Senior Manager with a view to taking action under clause 32 of the [Charles Darwin University and Union Enterprise Agreement](#).

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[Academic Staff Promotions Policy](#)

[Academic Staff Promotion Procedures](#)

[Charles Darwin University and Union Enterprise Agreement 2013](#)

[Human Resource Policy](#)

[Incremental Progression Steps for Teaching-Focused Academic Staff form](#)

[PDRS Planning Form](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Jun 2014
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capabilities		

Version	Date Approved	Approved by	Brief Description
1.00	27 Jun 2012	Vice Chancellor	Creation of original document and upload to CDU website.
1.01	25 Jul 2013	Governance	<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Converted document to current template</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, grammar and formatting</li> </ul>
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Converted document into new template</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Replaced “the agreement” with Charles Darwin University and Union Enterprise Agreement</li> <li>• Updated reference to Charles Darwin University and Union Enterprise Agreement from 2011 to 2013</li> <li>• Amended Contact Officer from Manager, Employee Relations, Office of Humans Resource Services to Director, People and Capabilities</li> <li>• Amended reference to OHRS to Office of People and Capabilities</li> <li>• Added a Sponsor, Deputy Vice-Chancellor, Operations</li> </ul>