19 INCREMENTAL PROGRESSION

Principles

19.1 Under normal circumstances, a staff member appointed to an incremental scale will progress through that scale.

19.2 A staff member who is not on the maximum salary point in their classification will incrementally progress to the next salary step following an assessment by the supervisor that performance has been satisfactory.

19.3 The assessment of whether performance has been satisfactory will be informed by the performance review and development process (see Clause 47).

19.4 An increment will only be withheld, where a supervisor has submitted a report of unsatisfactory performance to the Dean/Director in accordance with sub-clause 53.8. In such cases, payment of the increment will be suspended pending a final decision by the Vice-Chancellor.

19.5 If the decision under sub-clause 19.4 determines that the increment be paid, it will be paid from the staff member’s incremental date and back-dated if necessary.

19.6 Any decision or recommendation in relation to incremental progression, including accelerated incremental progression must be made before the staff member’s incremental date. If a decision or recommendation has not been made before the staff member’s incremental date, then the staff member will receive incremental progression to the next step within the classification.

19.7 Incremental progression shall normally occur on the Unit Increment Date of the staff member’s work unit.