Procedure: Payment of salary increments

Purpose
To provide guidance on the procedure and criteria for the approval of incremental advancement.

Procedure
1. The approval of incremental advancement is provided for under the ANU Enterprise Agreement and this procedure.
2. Incremental progression through the salary structure within a classification is dependent upon:
   - the staff member's acquisition of new skills, experience, knowledge; and
   - satisfactory performance against an agreed Statement of Expectations.
3. Supervisors will provide reasonable assistance and opportunity to staff members to achieve incremental progression.

Incremental progression
4. Subject to the translation arrangements in Schedule 9 – New Salary Structure – Translation Tables of the ANU Enterprise Agreement, from 5 March 2009 incremental progression will be biennial for all academic staff and general staff at ANU 6 and above.
5. Incremental progression will be subject to 12 months' continuous service for annual progression or 24 months' continuous service for biennial progression.
6. Periods of Leave without pay (LWOP) are not counted as continuous service and as such will defer the staff members "anniversary" date for incremental progression.
7. Incremental progression will not occur where provided for under the Managing Unsatisfactory Performance or Misconduct provisions of the ANU Enterprise Agreement.

Accelerated Increments
8. A supervisor may recommend to the delegate that the staff member receive...
an accelerated increment(s) if:

- Following a performance review against their Statement of Expectations agreement, the staff member has received a rating of "Outstanding" to recognise exceptional development and performance beyond normal expectations; or
- As an alternative to awarding a Market Loading if:
  - There is evidence of higher salaries being paid externally for the particular occupational group or position and it is therefore likely that the University would have difficulty in filling a position if it became vacant; or
  - There is high turnover of staff and where higher external salaries have been documented as being a significant contributing factor.

9. Accelerated increments may:

- Move the staff member to a higher increment level that they would otherwise move to under the normal provisions of this procedure; OR
- Move to the next (or subsequent increment) earlier than their next normal increment anniversary date.

Appointment of new staff at an increment above the base

10. Normally, ANU appoints staff at the base increment for the relevant classification level. However, a supervisor may recommend to the delegate that the staff member be appointed above the base (as an alternative to offering a market loading, if:

- There are demonstrated difficulties in attracting and retaining appropriately qualified or experienced staff to particular positions and there is evidence of higher salaries being paid externally for the particular occupational group or position; or
- The appointed staff member has demonstrated they have already acquired the skills, experience and knowledge commensurate with those of other staff at higher increments within the classification level; or
- There is high turnover of staff and where higher external salaries have been documented as being a significant contributing factor.

Casual/Sessional Staff

11. Casual/Sessional staff are not entitled to incremental progression but an experience payment under the Salaries – casual/sessional academic staff or Salaries – casual general staff of the ANU Enterprise Agreement may be payable.
Approval

12. Payment of increments must be authorised by the delegate.

13. Accelerated Increments greater than one step requires the approval of the Director – Human Resources or the Vice Chancellor.

14. Payment of increments beyond the conditions and limits specified in this procedure requires the approval, in writing, of the Director – Human Resources or the Vice Chancellor.