



PARSA
ANU postgraduate &
research students'
association

WORONI

Incremental salary progression

Overview

This document outlines the processes to be followed where an employee is paid an annual salary increment.

Scope

This Policy applies across all student Associations.
“Associations” refers to ANUSA, PARSA & ANUSM.

Policy Statement

An employee may be eligible to be paid at the next salary step dependant on the rating received in the Career and Performance Development Process.
This policy should be read in conjunction with the Associations Career and Professional Development Policy.

Incremental progression

Incremental progression through the salary structure within a classification is dependent upon:

- the employee’s acquisition of new skills, experience, knowledge; and
- satisfactory performance (Meets all expectations) against an agreed Statement of Expectations.

Where it is likely that an increment may be withheld the employee shall be advised in writing three months prior to the increment date. Such advice shall include the action required by the employee if they are to be eligible for incremental advancement

Incremental progression will occur unless the employee is subject to Underperformance or Misconduct processes or where the employee is rated as not meeting expectations at their annual performance review.

Where an employee is rated as “Meets most expectations” or “Expectations not achieved” Payment of an increment will be deferred until such time as the employee is rated as “Meets all expectations”

Accelerated Increments

A supervisor may recommend to the President/Editor in Chief that the employee receives an accelerated increment (Move the employee to a higher increment level than they would otherwise move to) if:

- Following a performance review against their Statement of Expectations agreement, the employee 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 Association 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.
 - The employee is not at the top of the salary range.

Appointment of new employees at an increment above the base

Normally new employees are appointed at the base increment for the relevant classification level. However, the Chair of an Appointments Committee may recommend to the President/Editor in Chief that the employee 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 employees to particular positions and there is evidence of higher salaries being paid externally for the particular occupational group or position; or
- The recommended employee has demonstrated they have already acquired the skills, experience and knowledge commensurate with those of other employees at higher increments within the classification level; or
- There is high turnover of employees and where higher external salaries have been documented as being a significant contributing factor.

Casual Employees

Casual employees are not entitled to incremental progression.

Approvals

Payment of increments must be authorised by the President/Editor in Chief.

Reference: Enterprise Agreement Clause 12.3

Other

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.