



HR23

Professional Staff Incremental Progression

(HR.V1.0 - 7.05.18)

To Supervisors:

Please note the following for Professional staff increments:

1. To pay an increment

The increment will be paid automatically unless you recommend that the increment be withheld. If you wish to pay the increment, no further response is required.

2. To pay an accelerated increment

Staff whose performance warrants special recognition may be granted accelerated progression of no more than 2 incremental steps within the salary range. Entries on the schedule marked with an asterisk (*) will increment to a maximum salary step of the classification and therefore not able to progress more than one incremental step.

Recommendations for accelerated progression should be submitted on the attached form (HR23a). Approval of the Dean, Rector or Head of Division is required.

3. To withhold an increment

If there are concerns that a staff member's performance over the past twelve months does not warrant the payment of a salary increment, you should seek immediate advice from the [Employee Relations](#) unit. Where consideration is being given to withholding an increment, the staff member should be notified that this may be the case well before the increment date so that s/he has an opportunity to improve performance.

If you have questions regarding the schedule and the HR23a form please contact the [HR Consultant](#) responsible for your Faculty or Division.