



Remuneration and Employment Benefits Policy

Salary Increment Information Sheet

Purpose

The purpose of this Information Sheet is to:

- provide guidance to managers when determining an appropriate incremental step, within a salary classification level, for the appointment of staff members;
- determine an accelerated incremental step, within a salary classification level for an existing staff member; and
- to meet the requirements of the [Remuneration and Employment Benefits Policy](#) and the [University of Adelaide Enterprise Agreement](#).

Q1 How do I determine an appropriate salary incremental step for a new staff member?

The majority of staff will be appointed to a position with a determined classification level assigned (e.g. HEO or Academic). Normally, a new staff member will commence on the first incremental step within a salary classification level and progress through the incremental scale, without interruption, based on performance of each successive year of continuous service.

The University will also take into account a current and prospective staff member's qualifications and prior relevant experience in determining the appropriate incremental step within the level for their appointment. On consideration of their qualifications and experience a new staff member can be appointed at a higher incremental step than the first increment of the base salary level.

Note:

Relevant experience is deemed to be the experience a prospective or existing staff member has that relates to the duties, expectations and working environment of the position at the University to which the individual is being appointed.

Base salary is the amount payable in accordance with the [University of Adelaide Enterprise Agreement](#), and does not include any loadings or other negotiated salary).

For Academic and Research only staff

The salary levels used for academic and research only staff (except casual academic staff) are outlined in Schedule 1 (Academic Staff Salaries) of the [Enterprise Agreement](#). A new academic staff member, who has a PhD degree in a relevant field, must be appointed at a specific incremental step within the classification level.

The salary rates used for casual academic staff are outlined in Schedule 2 (Casual Academic Staff Salaries) of the [Enterprise Agreement](#).

For Professional staff

The salary levels used for professional staff (except casual professional staff) are outlined in Schedule 3 (Professional Staff Salaries) of the [Enterprise Agreement](#).

The salary rates used for casual professional staff are outlined in Schedule 4 (Casual Professional Staff Salaries) of the [Enterprise Agreement](#).

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Q1 How do I determine an appropriate salary incremental step for a new staff member? (Continued)

Senior Managers

Appointments to senior manager level will be organisationally driven and at the discretion of the [Area Managers](#).

Individual staff members in senior management positions, as defined, do not automatically progress through the levels and cannot seek reclassification within the structure. See Schedule 3 – Professional Staff Salaries – Senior Managers of the [Enterprise Agreement](#)

Q2 When would a staff member be eligible for an accelerated salary increment?

A staff member may be eligible for an accelerated increment within their classification level, where it is demonstrated that exceptional circumstances exist or that the staff member's performance is exceptional, due to proven high quality work and experience in the position.

Note: Exceptional performance refers to the performance of a staff member which is assessed as outstanding and consistently exceeds the objectives/performance indicators set during the review process in line with Planning & Development Review and the expectations of the position as referenced against the position classification standards, their position description and their contract of employment.

Q3 Who can approve an accelerated salary incremental step for an existing staff member and what is the process?

In line with the [Delegations of Authority](#) the Corporate Manager, Chief Operating Officer, Deputy Vice-Chancellor and Vice-President (Academic), Deputy Vice-Chancellor and Vice-President (Research), Executive Dean and Vice-Chancellor and President can approve an accelerated salary incremental step for an existing staff member. An email and/or appropriate documentation will need to be forwarded to the Human Resources Branch, outlining the details of the accelerated incremental step for the staff member, to initiate the payment from the nominated effective date. The email will need to include recommendation a staff member receive an accelerated increment within their classification level, where it is demonstrated that exceptional circumstances exist, or that the staff member's performance is exceptional due to proven high quality work and experience in the position.

Q4 Can a staff member receive more than one accelerated salary increment within a twelve month period?

Yes. A staff member is able to receive more than one accelerated salary increment within a twelve month period, if specific approval has been given by the the Corporate Manager, Chief Operating Officer, Deputy Vice-Chancellor and Vice-President (Academic), Deputy Vice-Chancellor and Vice-President (Research), Executive Dean and Vice-Chancellor and President

Q5 What happens when I reach the top incremental step of my classification level?

Upon a staff member reaching the top of the relevant level, there is no provision for progression through to a higher classification level unless [broadbanded](#) or in situations where task level applies within Classification Level 5/6. Refer to Schedule 7 of the [University of Adelaide Enterprise Agreement](#) – [Classification Standards (Professional Staff)]

Q6 Where can I seek further assistance?

Contact an [HR Advisor](#) if there are any concerns in relation to the determination of an appropriate incremental step within the classification level.

Further Information

Please contact the HR Service Centre at: hrservicecentre@adelaide.edu.au or 8313 1111.

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