

## **HR 23 University College**

### **General Staff Incremental Progression**

To Heads of School/Centre:

The attached schedule lists members of your staff eligible for a salary increment over the *next 3 months*. Please note the following:

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, you do not need to respond to this notice.

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 of the grade. 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 University College). Approval of the Rector or nominee 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 Manager, Personnel Services on ext 8706. 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 Personnel Officer responsible for your school/centre.

Personnel Section  
University College