

Incremental Progression Guidelines - TAFE Teaching Staff

1. PURPOSE

The purpose of these guidelines is to outline the process for staff to gain incremental progression through the salary points in each classification level as required by the Victorian TAFE Teaching Staff Multi-Business Agreement (MBA) 2009.

2. SCOPE

These guidelines apply to all continuing and fixed-term TAFE teaching staff both full- and part-time. They do not apply to casual staff.

3. PROCEDURES

3.1 General

Incremental Progression within the framework of the Performance Review and Development Program (PRDP) and the MBA creates an environment where there are processes which facilitate career development. The line manager and staff member are involved, as a matter of routine, in discussions focussing on training, career development and expansion of skills and knowledge. Incremental progression is not automatic, however the guidelines are intended to facilitate positive outcomes, and are not intended to establish unattainable barriers.

3.2 Guiding Principles

The major features of the guidelines are:

- 3.2.1 They allow **annual** progression for full-time and part-time staff through salary points in each level, subject to satisfactory performance in the previous 12 months, and meeting the qualifications requirements of the MBA.
- 3.2.2 An increment due date is the anniversary date of:
 - appointment to a position;
 - reclassification in a position; or
 - deferral of an increment.
- 3.2.3 An increment may be deferred, or progression to the next increment may not be granted, where agreed performance criteria have not been met or the qualification requirements are not met.

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3.3 Guidelines

3.3.1 Delegation of Authority

Authority to approve incremental progression is as follows:

ACTION	DELEGATE
Single Increment	Executive Dean
Progression deferred or not granted	Executive Dean

3.4 Eligibility of Increments

Executive Deans can obtain information on a teacher's eligibility for increment by accessing the relevant Human Resources management report at any time.

3.5 Recommendation

Following discussion between the manager and the staff member, the documentation is completed with the recommendation, signatures and approval by the delegated authority. The completed documentation is forwarded to the relevant Human Resources Officer for action.

3.6 Progression Not Granted

The Executive Dean is responsible for endorsing or declining incremental progression, based on the outcome of the PRDP and the qualifications of the staff member.

The Executive Dean may recommend that an incremental progression not be granted where the Executive Dean is not satisfied that the agreed performance criteria in the previous PRDP period have been met, or the qualification requirements are not met.

If an increment is not granted because of unsatisfactory performance then the following process will have been followed. The Deputy Executive Dean/Associate Executive Dean will, at least 3 months prior to a decision being made, have begun counselling the employee and explained clearly;

- i) the requirements;
- ii) how the teacher has failed to fulfil these requirements; and
- iii) the consequences of continued or repeated failure to meet these requirements.

The Deputy Executive Dean/Associate Executive Dean will have provided the opportunity through mentoring, guidance and support to assist the teacher to reach a satisfactory level of performance.

The teacher will be notified of the decision to deny salary progression in writing with reasons for the decision provided.

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The teacher may seek a review of the lack of salary progression denial by accessing the dispute resolution procedure of the MBA.

If the granting of the increment is deferred, but not finally denied, the anniversary of the deferred date will then become the new incremental date for the consideration of future incremental progression. In cases of unsatisfactory performance where, through mentoring, guidance and support, the staff member's performance has improved to a satisfactory level, the University will give consideration to back-dating the increment to the original date.

3.7 Teachers on Probation

Increments are payable to staff members during a probationary period.

3.8 Teachers on Parental Leave

Normal incremental advancement within salary classification shall continue during paid Parental Leave and the first 6 months of unpaid Parental Leave provided the qualification and performance requirements are met.

3.9 Change of Classification

If a staff member has a change in classification due an internal transfer or promotion, the effective date of such change shall be used to calculate the new increment due date.

3.10 Internal Transfer with no Classification Change

In the event that a teacher changes positions within the University and maintains the same classification, the increment date remains unchanged.

3.11 Secondment of Teacher (to an external organisation)

A teacher will not be disadvantaged by participating in a secondment arrangement (to an external organisation). Normal incremental progression procedures will apply.

3.12 Accelerated Incremental Advancement

Where incremental advancement has been recommended for an existing teacher who has gained a Certificate IV in Training and Assessment (or equivalent) or an AQF level 5 teaching qualification and

- (i) has demonstrated outstanding achievement in the previous 12 months; and
- (ii) has extensive vocational and/or teaching experience as defined in Schedule 5 of the MBA); and

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- (iii) the recommended incremental progression is at a lower classification than the classification level the teacher would otherwise be entitled to if they were to re-commence employment;

then the teacher's supervisor/manager responsible for their PRDP may seek approval from the Deputy Vice Chancellor/Pro Vice-Chancellor (Schools and Programs) for accelerated incremental progression to the classification level that the teacher would be entitled to if they were to re-commence employment with the University. If the accelerated incremental progression is approved, the teacher's new increment date will become the date that they were awarded the teaching qualifications.

4. SUMMARY

Responsibility	Action
Human Resources	Provide names of teachers eligible for incremental advancement to the Executive Dean, via management reports, on a quarterly basis.
Executive Dean	The documentation is forwarded to the relevant Deputy Executive Dean/Associate Executive Dean.
Deputy Executive Dean/Associate Executive Dean	At least 3 months prior to a decision to defer or not grant an increment is made the Deputy Executive Dean/Associate Executive Dean shall advise the teacher in writing of the fact in writing that an increment may be deferred/or progression may not be granted. The Deputy Executive Dean/Associate Executive Dean will follow the procedures outlined in Section 6 of this procedure
Executive Dean	The Executive Dean will endorse the Increment Report and return it to Human Resources.
Human Resources	Human Resources will process the Incremental Advancement in accordance with the outcome indicated on the form.