**Appendix 1. Salary Progression**

1. **Progression**

Both professional and academic staff are entitled to salary increments which occur automatically on the staff member’s anniversary date until they reach the top of their salary Band. Payroll will action this automatic increment in the relevant pay period.

Staff should have a performance review annually to ensure their skills and experience are increasing in line with expectations, and that their development plans are being achieved.

**Professional Staff**

Progression from one Grade to a higher Grade also occurs in line with the anniversary date of the staff member, however this is not automatic and must be based on a satisfactory performance review that demonstrates growth in skill and experience. Colleague and/or customer feedback along with any other relevant evidence of development and/or achievement may be considered within the performance review. Following the performance review, the Formal Leader must make a recommendation about progression to the relevant Head of College (for College-based staff) or Deputy Chief Executive (for Service Area staff), if appropriate. Once approved, the recommendation and approval must be sent to People, and Culture for processing.

**Academic Staff**

For Academic staff to support salary progression to Steps three (3) and five (5) of the relevant Senior or Principal Lecturer scale, staff should provide supporting information and self-reflection at the time of performance review. Supporting information should include evidence of satisfactory performance that demonstrates growth in skill and experience; learner, colleague, customer (where applicable) feedback; and any other relevant evidence of development and/or achievement.

Following the performance review the Formal Leader must make a recommendation about progression to the relevant Head of College (for College-based staff) or Deputy Chief Executive (for Service Area staff) if appropriate. Once approved, the recommendation and approval must be sent to People and Culture for processing.

**All Staff**

Increments may be withheld, or Grade progression not supported, due to unsatisfactory performance. In such cases, the staff member will be advised in writing of the reasons and the steps necessary to rectify this.

1. **Multiple or Accelerated Increments**
	1. Where the Formal Leader is of the view that, after considering the evidence provided during the performance review, a staff member’s performance warrants accelerated or multiple increments, the Formal Leader will make a recommendation to the Deputy Chief Executive of the relevant area.
* If a staff member has an automatic increment available to them, they will not be considered for progression to the higher Grade unless performance is outstanding.
* A report is provided regularly to Formal Leaders by Payroll with anniversary/review dates and current salary details that should be used to inform these discussions. This information can also be provided at any time by request.
	1. If the recommendation for salary progression to the next Grade is endorsed, the salary increase will be effective from the first payday in the month following the decision. This date will then become the new increment date for that staff member. Once approved, the recommendation and approval must be sent to People, and Culture for processing.
1. **Reconsiderations of Salary Progression**
	1. If a staff member wants to appeal the decision of the Formal Leader or the Head of College/Deputy Chief Executive regarding progression between Grades, this is to be brought to the attention of the Deputy Chief Executive: People, Culture and Safety within fourteen (14) days of notification of the decision.
2. **Professional Staff Five Percent (5 %) Loading**
	1. A professional/general staff member whose performance is evaluated as outstanding and who has been at the top of Grade 3 for at least two (2) years, may be eligible for an annual salary supplement of up to five percent (5%) of their salary. A staff member is eligible for consideration for a salary supplement once only in a twelve (12) month period.

The following criteria must be met to be awarded a salary loading of up to five percent (5%):

* Meet all the requirements of the Grade at the top of their level e.g., C3.3.
* Provide proof of working exceptionally above the requirements of the role. This means over and above their position description, excellent and exceptional continuous improvement in the role, and have completed all Otago Polytechnic Ltd compulsory training.
* Leads by example when it comes to Otago Polytechnic Ltd values and behaviours.
* Options for the up to five percent (5%) loading include:

a) The full five percent (5%).

b) A smaller percentage with the option of reviewing again the following year:

· First (1st) application one and a half percent (1.5%) increase.

· Second (2nd) application one and a half percent (1.5%) increase.

· Third (3rd) application two percent (2%) increase.

* 1. This is a permanent increase to the staff members salary it is not an allowance. This is not a service reward it is for ongoing and sustained exceptional improvement and performance in the role – not just a one off.
	2. Once the staff member’s salary reaches five percent (5%) there is no further progression available.

**Professional Staff Grade Definitions**

**Grade 1**

Grade 1 is for a staff member who has been appointed to the position based on demonstrated potential and are developing into the position. The staff member may be partly qualified and/or has still to acquire the necessary set of skills and range of experiences to be able to complete the whole range of duties in the position to the required standard. Grade 1 staff may be able to do most or some of the duties in the position but not all and may have related but not direct experience for the position and will need to be supervised in aspects of the position.

**Grade 2**

Grade 2 is for staff member that has direct experience relevant to the position and is capable of competent performance in all aspects of the position. A Grade 2 staff member may not have developed the depth and/or breadth of skills to exceed performance requirements of the position but they can adequately perform all aspects of the position. Grade 2 staff members should have the required formal qualifications for the position; and are not yet at a level of skill and experience whereby they can appropriately be regarded as "expert" or "specialist" in the position and can work unsupervised in the position.

**Grade 3**

Grade 3 is for a staff member that has all the necessary formal qualifications and significant experience directly relevant to the position. Not only can Grade 3 staff members expertly complete all the requirements of their position but they are also able to deputise for their supervisor and have experience that enables them to take on some duties of higher-level positions or additional duties (i.e., discrete projects). Grade 3 staff members must be able to meet all the performance requirements of the position at the level of "expert" or "specialist" and will be capable of training/mentoring/developing others towards attaining full competence in their field of expertise and supervising or evaluating the work performance of others in their field.

**Examples: Professional Staff**

Movement from D2.1 to D2.2. This is an automatic increment. The staff member must have a performance review with their Formal Leader.

Movement from C2.3 to C3.1. This is a movement up the Grades within the C Band. Progression must be based on a satisfactory performance review that demonstrates required skill and experience. Following the performance review the Formal Leader would make a recommendation about progression to the relevant Deputy Chief Executive (for Service Area staff) or Head of College (for College-based staff).

**Academic Staff**

Movement on Lecturer scale from L06 to L07, or Senior Lecturer Scale from SL03 to SL04. This is an automatic increment. The staff member must have a performance review with their Formal Leader.

Movement on Senior Lecturer scale from SL04 to SL05 progression (formerly a hard-bar progression), must be based on a satisfactory performance review, provide supporting information and self-reflection that demonstrates required skill and experience. Following the performance review the Formal Leader would make a recommendation about progression to the relevant Head of College.