

Wheatbelt Natural Resource Management

Individual Pay Progression Policy

| | |
|---------------------------------|--|
| Policy Name: | Individual Pay Progression |
| Policy Number: | 4.21 |
| Policy Version Number | V1.1 |
| Policy Category: | Human Resource Management |
| Contact Officer: | Chief Executive Officer |
| Date Approved by Board: | 26 th April 2017 |
| Date of Next Review: | 36 months from the approved date or earlier as required |
| Related Legislation: | 1. Fair Work Act 2009 |
| Related WNRM Policy: | 4.9 Remuneration and Reward Policy 4.10 Performance and Development Policy 4.11 Classification Policy |
| Related WNRM Procedures: | 4.9 Remuneration Procedure 4.10 Performance Development Procedure 4.11 Classification Procedure 4.21 Individual Pay Progression Procedure |

1. Definitions

“Role” means a broad description of the type of responsibilities and activities undertaken, and the level in the organisation.

“Pay Grade” means the relevant level range within the hierarchy of the remuneration structure incorporating multiple Pay Points.

“Pay Point” means the specific point within a Pay Grade range.

“Role Description” means a document describing the role evaluation criteria, functions and responsibilities of a role from which a pay scale classification is made

“Position Outcome Statement” means a document that describes the specific tasks and performance measurable of a position reflecting the project or program of delivery which is linked to a Role Description

“Mid Point” means the market pay for a fully competent performer, and should be seen as the Pay Point range to aspire to (it does not mean the middle of the Pay Grade).

“Top Points/Shaded Points” means the grey Shaded Points in the Pay Grade to be applied for exceptional performance.

“Lower Points” means the Pay Points used for employees who have not yet demonstrated that they are fully competent to perform all aspects of the Role Description and the Position Outcome Statement.

2. Overview:

This policy has been devised to assist Wheatbelt NRM with the retention of employees, the annual pay progression of staff following a satisfactory annual performance and development review, and the progression of staff that are able to demonstrate a sustained level of exceptional performance.

Wheatbelt NRM recognise staff for their on-going development and progression towards being fully competent in their role.

All Wheatbelt NRM Roles have been placed in a Pay Grade using the approved Classification policy and procedure. The Individual Pay Progression policy describes the decision making process to establish which Pay Point to pay an individual, during their employment with Wheatbelt NRM.

3. The Policy:

- 3.1 All positions are paid according to the Pay Grade in which they have been placed.
- 3.2 The Mid Point range of each grade is the median market pay for a fully competent performer, and should be seen as the Pay Point to aspire to.
- 3.3 The lower points of each grade are to be used for employees who have not yet demonstrated that they are fully competent to perform all aspects of the Role Description and the Position Outcome Statement. (For example on initial appointment to Wheatbelt NRM. See Commencement Salary Policy).
- 3.4 The Top Points in each grade are shown as Shaded Points in the Grading Structure. These points are to be used to recognise Exceptional Performance, where the employee is consistently performing above the requirements of the Role Description and the Position Outcomes Statement. Meeting the requirements for the Shaded Points while encouraged, are not required or anticipated.
- 3.5 The decision on progressing an employee through the grade will be recommended by the Manager, and approved by the CEO, as part of the Performance and Development process, on or within one month of the anniversary of the employee's start date.
- 3.6 Any grievances against the decision making process will be first heard informally in line with the approved Grievance Resolution Policy 4.1.

4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and in accordance with its review date.

5. Approval:

This Policy was approved by the Board of Management on the 26th April 2017.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated