



## Non-Automatic Salary Progression / Re-grading Procedure

Procedure Number  
WCDHB-HR-0011

Version Nos:  
**2**

### 1. Purpose

The WCDHB recognises the importance of reviewing salary levels to ensure these appropriately march levels of skill and responsibility for the position. WCDHB reserves the right to use internal and external benchmarks to determine the appropriate match. Re-grading will not be awarded solely on the basis on length of time an employee has been remunerated at a particular level. No employee will be unjustifiably disadvantaged by the timeframe in which a review is undertaken. To ensure consistency throughout the organisation when re-grading positions and to provide a structure to review skills, responsibilities and performance to support the consideration of salary progression for non-automatic increments.

### 2. Application

This Procedure applies to all WCDHB staff and is to be followed as applicable.

### 3. Definitions

There are no definitions that apply to this Procedure.

### 4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- request a regrading review where this is justified (per the prescripts of the relevant agreement);
- to provide information in support of their application.

all **Unit Managers, Senior Managers and General Managers** are required to:

- initiate a review when an employee is required to undertake additional responsibilities or use additional skills, or in accordance with a timeframe provided for by the employment contract;
- consult with the Human Resources Manager to determine / get approval for the appropriate salary range within which the staff member's salary may be adjusted;
- respond to the staff member on any request for a salary review within 14 days of receiving the request;
- submit the request for salary review with relevant information and recommendation on the proposed new salary range to the Human Resources Manager for approval;
- notify the employee of the outcome of any salary review.

the **Human Resources Manager** is required to:

- advise the relevant Unit Managers, Senior Managers or General Managers on an approved salary range within which they may negotiate with the employee;
- approve or otherwise regrading applications in accordance with the criteria in the relevant employment contract;
- apply appropriate internal and external benchmarks for all salary reviews;
- notify the Payroll Manager and relevant Manager of the outcome of the review.



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### **5. Resources Required**

This Procedure requires no specific resources.

### **6. Process**

- 1.00 The relevant Manager will submit to the Human Resources Manager an application for regrading with input from relevant others either as a result of identified change in a position, in accordance with a requirement for an annual review or in response to an employee's request.
- 1.01 It is expected that such a submission will include discussion with the employee's direct supervisor if the employee is not a direct report.
- 1.02 Before any discussions are held with the relevant employee, the Unit Manager, Senior Manager or General Manager is required to consult with the Human Resources Manager to get an approved salary range within which to negotiate.
- 1.03 The application will include comment on the criteria specified within the employee's contract and will be completed within 14 days of receiving a request for re-grading.
- 1.04 This application will be submitted to the Human Resources Manager who will approve or otherwise the application.
- 1.05 The Human Resources Manager will notify the relevant Manager of the outcome and if the application is approved will forward the authorisation to increase the salary to the Payroll Manager.
- 1.06 The relevant Manager will advise the employee and, if applicable, the direct supervisor of the outcome of the review.

### **7. Precautions And Considerations**

- All WCDHB employment contracts outline the basis for salary progression. These vary from contract to contract and in some cases between occupational groups within a contract. Many of these contracts provide for a salary review on an annual basis. Common criteria for review are:
  - i. Changes in the job description, e.g. increase responsibility of skills required
  - ii. High level of performance
  - iii. Recruitment and retention issues
- The criteria defined in the employment agreement must be followed in all instances.

### **8. References**

There are no references associated with this Procedure.

### **9. Related Documents**

WCDHB Salary Review Form.

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<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
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