

PERFORMANCE PROGRESSION PAYMENT PROCEDURES 2020

Issued by: Chief Human Resources Officer
Dated: 22 April 2020
Last amended: 20 July 2023 (administrative amendments)
Signature:
Name: Karen Haywood

1 Purpose

- (1) These procedures:
 - (a) give effect to the [Performance Planning and Development Policy 2012](#); and clause 359 of [the University of Sydney Enterprise Agreement 2018-2021](#);
 - (b) apply to professional staff; and
 - (c) specify the formula for calculating performance progression payments for eligible staff.

2 Commencement

- (1) These procedures commence on 23 April 2020.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.
- (2) In these procedures:

base salary has the meaning given in the [Enterprise Agreement](#) which at the date of these procedures is:

means, in relation to a particular staff member, the annual rate of payment that the staff member receives on the basis of their classification (pro-rata where applicable).

For the avoidance of doubt, this does not include loadings for higher or additional duties.



Enterprise Agreement	means The University of Sydney Enterprise Agreement 2018-2021 .
HEO	means Higher Education Officer
HRSC	means the Human Resources Service Centre, which is available at hr.servicecentre@sydney.edu.au
payment date	means the date that payroll transfers the performance progression payment to the eligible professional staff member's bank account
payment	means a performance progression payment made in accordance with clauses 154 and 359 of the Enterprise Agreement .
professional staff member	has the meaning given in the Enterprise Agreement which at the date of these procedures is: means a person who has been employed by the University in one of the classifications described in Schedule 2 and who is not a member of the University's Academic or English Language Teaching Staff.
review period	has the meaning given in the Performance Planning and Development Policy 2012 which at the date of these procedures is: means the period, no longer than 12 months, during which a staff member's performance is assessed.

4 Eligibility

- (1) Professional staff are eligible to receive a payment if:
- they are a current, fixed-term or continuing professional staff member employed on a full or part-time basis;
 - they are employed in a position classified from HEO1 to HEO9;
 - they have completed their [Performance Planning and Development](#) assessment for the previous performance year with their manager;
 - they received an 'outstanding' or 'far exceeded expectations' performance assessment for the prior review period; and
 - the performance assessment has been confirmed by the relevant delegate and payment approved in accordance with the [University of Sydney \(Delegations of Authority\) Rule 2020](#); and
 - the approved performance assessment outcome has been forwarded to the HRSC for payment.
- Note:** See the [Performance Planning and Development Policy 2012](#).
- (2) A staff member who:
- meets the criteria in subsection 4(1); and
 - has ceased employment with the University before the payment date is eligible to receive a payment.

5 Payment calculation

- (1) Payments are intended to be equivalent to a temporary acceleration of a salary increment.
- (2) Payments are:
 - (a) calculated using a staff member's base salary and conditions as at the time of the payment and do not take into consideration paid or unpaid leave taken during the review period;
 - (b) paid as a non-superable lump-sum through payroll; and
 - (c) pro-rated for staff members in a part-time position at the conclusion of the review period.

Note: Employer superannuation contributions will be made if required to meet the minimum employer contribution requirements of [the Superannuation Guarantee \(Administration\) Act 1992 \(Cth\)](#).

- (3) Payments for staff members on secondment will be calculated on the basis of:
 - (a) the base salary of the secondment role if:
 - (i) the secondment duration is six months or greater; and
 - (ii) the staff member is in the secondment role at the conclusion of the review period; or
 - (b) the substantive role in all other circumstances.
- (4) The calculation methodology is:
 - (a) for staff on [Enterprise Agreement](#) rates, the difference in annual base salary between the staff member's current classification and step and the next available classification and step;

Note: An example is the difference in salary between HEO 2 Step 1 and HEO 2 Step 2.
 - (b) for staff paid an agreed rate above the [Enterprise Agreement](#) rates, the payment will be calculated using the top step of the classification for their role and the next available classification and step. All other terms and conditions for the payment remain the same.

Note: Refer to Schedule 1 of the [Enterprise Agreement](#): Professional Staff - Annual Rates.

- (5) Where a staff member is working in multiple roles their payment will be calculated on the pro-rated base salary for the eligible role, i.e. the role in which they were assessed as 'outstanding' or 'far exceeded expectations'.
- (6) Where a faculty, University school or professional services unit does not have a defined performance assessment period, the staff member's anniversary date will be used for payment calculations.

NOTES

Performance Progression Payment Procedures 2019

Date adopted: 22 April 2020

Date registered: 22 April 2020

Date commenced: 23 April 2020

Original administrator: Senior Manager, Classification, Remuneration & Reward

Current policy owner: Chief Human Resources Officer

Review date: 22 April 2025

Rescinded documents:

Related documents: [University of Sydney \(Delegations of Authority\) Rule 2020](#)

[University of Sydney Enterprise Agreement 2018-2021](#)

[Performance Planning and Development Policy 2012](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
4(2); related documents	replace 'University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016' with 'University of Sydney (Delegations of Authority) Rule 2020	20 July 2023