

Guidelines for Award of a Salary Increment - TCD

General

College operates a pay structure based on incremental pay scales for differentiated grades. In accordance with good practice, and in the context of the specific performance requirements of the Public Services Agreement (PSA), the award of increments will be subject to verification of satisfactory performance. Accordingly, Heads/managers will make, and if necessary justify, decisions about whether individual performance merits an increment.

Definition

An increment is an increase in pay for which provision is made in a pay scale. In general, increments are granted provided a staff member's performance is satisfactory.

Withholding of increments/Discipline

A salary increment may be withheld following applicable disciplinary procedures as laid out in the College statutes. Heads/managers are encouraged to engage in dialogue with staff during the course of the year in relation to their job and the activities of their area. Where it appears that a member of staff is performing below the accepted standard, discussions should take place with the staff member to identify measures to assist him/her operate to the standard required.

Every effort should be made to ensure that staff members are advised in good time of any perceived deficiencies in their performance and are given an opportunity to remedy them. Should the necessary improvements not be realised, the issue should be dealt with through formal disciplinary procedures, as provided in the applicable section of the College statutes. The Human Resource Office can provide appropriate guidance to heads/managers who feel that disciplinary measures may be required.

Receipt of an increment is a normal step which does not imply suitability for promotion to a higher grade.

New Starters

If commencement date with TCD is on or before the 1st April, Staff are eligible for an increment in October of that calendar year. If commencement date is after the 1st April, Staff will be eligible for their first increment on the 1st October of the following calendar year.

Existing Staff

Existing Staff moving to a new grade on or before the 1st April are eligible for an increment in October of that calendar year. If the move date is after the 1st April, Staff will be eligible for their next increment on the 1st October of the following calendar year.

Reckonable service

Increments are normally earned only by periods of paid service. Special leave without pay, sick leave without pay and any other forms of unpaid service do not in general reckon for incremental purposes.

Certifying staff member

As a general rule, the Head of Administrative Area or School should complete the incremental form. Heads may consult with a Head of Discipline or Sub Area as appropriate.

Deferral of Increments

The outcome of a disciplinary procedure may be to defer the awarding of an increment for a specified period, e.g. six to twelve months. On the expiration of the period, the staff member's performance should be reviewed and the increment may be allowed with effect from the end of the review period, provided the staff member's service is satisfactory.

The deferment of an increment does not involve the alteration of future incremental dates. If the period of deferment is less than one year, and if the staff member's conduct and service continue to be satisfactory after the award of the deferred increment, the next increment may be allowed in the ordinary course on the date on which it normally falls due. If, however, the period of deferment extends to one year, only the staff member's deferred increment may be allowed at the end of the period of deferment, provided the staff member's conduct and service have been satisfactory in the period.

Payment of Increments

The following arrangements apply in relation to the payment of increments:

- (a) A listing of staff who have not yet attained the maximum point of their salary scale will be issued to each Head of School/Area (pro forma copy attached). This listing should be reviewed and completed so as to authorize payments of increments due.
- (b) Increment listings will be circulated to certifying staff members so as to allow 2 weeks for verification within Schools/Areas and return of listings to the Employee Services Section to enable approved increments to be paid on time.
- (c) Each School/Area is required to make arrangements to ensure that the verified listing is returned to Human Resources within the timeline specified in order to ensure that the Employee Services Section can make the necessary adjustments to the payroll.