



# **Salary Increments Policy**

## Introduction

Dublin City University (DCU) is committed to providing an equal, inclusive and diverse environment in which all members of the University community should expect to be able to thrive and be respected and valued for their unique perspectives and contributions. This policy specifies the arrangements in place at Dublin City University for the administration and monitoring of the University's Salary Increments Policy.

## Purpose

Subject to satisfactory performance, an employee on an incremental scale may receive an increment following each 12 months of continuous service until reaching the maximum point on the scale.

## Scope

The salary Increments policy applies to all DCU employees. Increments for employees paid by externally funded agencies are subject to satisfactory performance and available funding.

## Policy Statement

An employee's incremental date is considered to be that on which they joined the University. Award of the first increment depends on a favourable probationary assessment or the successful completion of the probationary process.

On promotion the incremental date will change to the date promotion becomes effective.

## Roles & Responsibilities

### The Employee

- Read this policy and be aware of their entitlements as well as their obligations.
- Be committed to achieving and maintaining a high standard of job performance.
- Keep track of personal incremental dates and communicate any discrepancies or concerns to the line manager and human resources.

## The Line Manager

- Read this policy and be aware of employees' entitlements.
- Seek guidance and support from HR on the implementation of the policy.
- Regularly assess and provide feedback on the employee's performance.
- Clearly communicate performance expectations and areas for improvement.
- Recommending the award of an increment based on satisfactory performance of the employee.

## Human Resources

- Help ensure that employees are aware of the content of this policy and understand the criteria for receiving increments.
- Provide support to management on the implementation of this policy.
- Maintain a central record of all employees' incremental dates.
- Monitor and ensure that all increments are awarded in accordance with the policy and based on satisfactory performance.

## Contact

Any queries regarding this policy should be directed to:


E: ask.hr@dcu.ie

Tel: 01 700 5149

## Policy Review

This policy will be reviewed every 3 years or as soon as practicable after there has been a substantial change in any matter to which this policy refers.

## Version Control

<b>Policy Name</b>	Salary Increments Policy		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
<b>Unit Owner</b>	Human Resources		
<b>Version Reference</b>	<b>Original Policy V2.0</b>	<b>Reviewed Policy V2.1</b>	
<b>Approved by</b>	Director of HR	Director of HR	
<b>Effective Date</b>	17 <sup>th</sup> February 2020	1st January 2024	

End.