

# CSNSW Increment Guidelines

## 1) Scope

This Guideline applies to all Corrective Services NSW (CSNSW) employees who are eligible for a salary increment.

## 2) Current legislation and Award

The below increment guidelines are to be read in conjunction with clause 14 of the *Government Sector Employment Regulations 2014* (the Regulations), which informs CSNSW and employee's how increments are to be managed. The clause outlines that the approval or deferment of an increment is subject to:

- a) The Agency's performance management system; and
- b) Satisfactory conduct

Please note employees covered by the *Crown Employees (Correctional Officer, Department of Communities and Justice – Corrective Services NSW) Award* must also consider clause 8 and 9 of that Award.

## 3) Approval of an increment

- A. Prior to the increment date, Payroll will forward the increment information to the employee's manager. The manager will undertake the following steps:
  - a) Confirm whether the employee is currently going through a formal unsatisfactory performance process, that is outlined in the DCJ Unsatisfactory Performance Policy
  - b) Confirm with Professional Standards and Investigations that the employee has not been advised that they are under investigation and/or have been presented with allegations of misconduct.
  - c) If the employee is not under a performance or misconduct process, then they are to receive their salary increment.
  - d) Once the manager has approved the increment, they are to inform the employee that their salary increment is about to be processed.
  - e) The increment information is then sent back to Payroll for processing.
- B. If no advice is provided to payroll to approve or defer the increment by the increment date, the increment will be processed as if it had been approved.

## 4) Deferral of an increment

### 4.1 Performance

An increment may be deferred if the employee has been advised that their performance is unsatisfactory. The performance discussion between the manager and employee

# CSNSW Increment Guidelines

must align with the procedures set out in the Department of Communities and Justice (DCJ) Unsatisfactory Performance Policy.

It is important to note that underperformance counselling and support is not considered unsatisfactory performance. Therefore, underperformance counselling and support does not warrant the deferral of an increment.

## 4.2 Satisfactory Conduct

An increment may be deferred if the employee has been advised of allegations of misconduct or advised that they are under a misconduct investigation.

If an employee has not been advised of allegations or advised that they are under a misconduct investigation, an increment must not be deferred. This is important to ensure that all processes relating to investigations and privacy and confidentiality are adhered to.

## 4.3 General

If there is a decision to defer an increment, the impacted staff member must be promptly notified in writing of the decision. This notice must include the reasons for the decision.

Increments may only be deferred in three-month intervals and the deferral of an increment cannot exceed more than 12 months.

If an increment is deferred for more than six months, the employee has a right, under the *Industrial Relations Act 1996* to appeal the deferment to the NSW Industrial Relations Commission.

---

Guidelines to be reviewed before 31 December 2026

Questions?

Contact the [HRCSNSW@dcj.nsw.gov.au](mailto:HRCSNSW@dcj.nsw.gov.au)