

Salary Increment Policy upon Renewal of Contract

POL 4/2017

Relevant Legislation	Section 152(7) of the Constitution; General Order
Commencement Date	20 June 2017
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

The purpose is to reward staff who have performed exceptionally well and have been reappointed to their current positions under the same terms and conditions.

2 Scope

This policy forms part of the staff terms and conditions of employment and is subject to Income Tax and Superannuation Regulations.

In the absence of appropriate framework, the policy is the authority to provide salary increment until a framework is established.

3 Objective(s)

To reward suitably qualified and skilled staff and as an incentive to reward and take into account of their experience and qualification to serve on the post.

To deter staff feeling demotivated at having to reapply for their own positions.

The increment will also act as a motivator for the staff to continue to excel in their roles and work in the best interest of the Office.

4 Definitions and Acronyms

OAG	Office of the Auditor-General
Policy Maker	Senior officer responsible for Policy development
Management	Approval of Auditor-General or Deputy Auditor-General

5 Supporting Documents and References

Constitution of the Republic of Fiji – 2013

6 Key Word

Salary Increment

Reappointment

7 Supporting Procedures

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation	Corporate Service division.
Compliance	All staffs are responsible for complying with the policy.
Monitoring and Evaluation	The Corporate Services Section division are responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy.
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy.

Annexure 1

Definitions

1.0 Salary Increment

In the absence of framework, following the open merit recruitment process and reappointment of staff to their existing position, the relevant staff will be offered a pay increment which will be equivalent to one step up on the salary band.

Should staff be on their last band, they will be offered a bonus as a one-off payment which is equivalent to the difference between steps in the officer's relevant salary band.

Should any amount not being able to be determined, determination of an amount through appropriate amount as determined by Management should be used.

2.0 Approval of Increment

The salary increment can only be approved by the Auditor-General.

3.0 Risks, Liabilities and Disclaimers

- a) OAG reserves the right to change or replace this policy at any time, and will inform the staff of these changes through normal communication channels.
- b) If there is any debate on what this policy means, OAG reserves the right to determine the interpretation of the policy and any decision is final.

8 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

9 Who to Contact About this Policy

Any queries are to be directed to Deputy Auditor-General.

10 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	20 June 2017
Policy to be reviewed by:	20 June 2018
Manager responsible for policy:	Manager Corporate Services