

The Incremental Pay Scale



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Rights!**



An **incremental pay scale** is a mechanism to recognise experience within an employment classification whereby an employee is to be paid at a higher rate for each year or increment of service. The increments are sometimes referred to as **pay points**.

Incremental pay scales can be found in awards, enterprise agreements and/or employment contracts. Incremental pay scales can consist of two or more increments. In the tables below we've used examples of eight yearly increments. Not all employment classifications will have an incremental pay scale and will have a single pay rate instead.



A year of service

The number of hours in a year of service will differ depending on where you work and the award or industrial instrument you are employed under.

Sector / Industrial instrument	Hours per year of service	Formulation
Public Health System Nurses' and Midwives' (State) Award	1982	$\approx 38 \text{ hours per week}$ \times $52.17857 \text{ weeks per year}$ (accounting for leap years)
Private sector under the Nurses Award 2020	1786	$= 38 \text{ hours per week}$ \times $47 \text{ weeks per year}$ (accounting for 5 weeks annual leave not counted as service)
Private sector under an enterprise agreement (unless specified otherwise within the enterprise agreement)	1976	$= 38 \text{ hours per week}$ \times $52 \text{ weeks per year}$



What counts as service for incremental progression?

All service as a nurse or midwife at the relevant classification up to the full time equivalent of one year can be counted. This includes service in the public and private sectors; service as a permanent, temporary or casual employee; agency work; and also includes additional hours. However, service generally does not include overtime.

Further, an employee must complete one calendar year in an increment before progressing to the next increment. You cannot progress more than one increment in one calendar year.

A full time employee will normally progress to the next increment on their anniversary date following completion of one year of service. A part time or casual employee will

take longer to progress to the next increment if they work less hours than a full time employee.

Generally, service at a higher classification will count as service for a lower classification. However, service at a lower classification will not count as service for a higher classification.

Paid leave will count as service, except under the *Nurses Award 2020* where annual leave is not counted, or under another industrial instrument where paid leave is specifically not counted.

Leave without pay may not count as service. You should check your award or enterprise agreement and employer's policy as this may depend on the purpose of the leave without pay and its duration. Leave at half pay or other reduced rate may also impact incremental progression.



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Whether international nursing service will be recognised can depend on the recognised Australian Qualifications Framework level of your international nursing qualification. An Australian diploma is AQF level 5 and a

bachelor degree is AQF level 7. If your employer will not recognise your international nursing service then contact NSWNMA/ANMF-NSW for advice.

Public Health System Nurses' and Midwives' (State) Award

Hours from	Hours to	Year of service
0	1982	1
1983	3964	2
3965	5946	3
5947	7928	4
7929	9910	5
9911	11892	6
11893	13874	7
13875	-	8 and thereafter

Private Sector under the Nurses Award 2020

Hours from	Hours to	Year of service
0	1786	1
1787	3572	2
3573	5358	3
5359	7144	4
7145	8930	5
8931	10716	6
10717	12502	7
12503	-	8 and thereafter

Private Sector under an Enterprise Agreement (unless provided otherwise)

Hours from	Hours to	Year of service
0	1976	1
1977	3952	2
3953	5928	3
5929	7904	4
7905	9880	5
9881	11856	6
11857	13832	7
13832	-	8 and thereafter



When you resign from a job

When you resign or otherwise finish up your employment, always make a written request for a statement of service. The statement of service should include the period of your employment; the capacity or classification you were employed in; and the number of hours of service.

If you work in the public health system and are transferring from one Public Health Organisation or Local Health District to another, it isn't necessary to request a statement of service as your grading for salary purposes will transfer with you, however we recommend that you request one for your records regardless. In the public health system statements of service are prepared by HealthShare.

If you don't receive a response to a request for a statement of service, follow up with a phone call. If you continue to experience difficulties obtaining your statement of service, please contact NSWNMA/ANMF-NSW for assistance.

Keep your original statements of service in a safe place. As a precaution, it is good practice to also save a copy in secure storage on your computer or online in case the original documents are lost.



When you start a new job

Whenever you commence employment, always provide your new employer with copies of your statements of service. Do not hand over your original documents.

If you don't provide evidence of your service then your employer will pay you at the first increment rate until you do. Some employers will allow a specified period to provide your evidence of service (commonly up to three months). If you provide the evidence within the specified period you will be retrospectively paid the appropriate rate from the date you started employment. If you provide the evidence after the specified period then you will be paid the appropriate rate from the date the evidence was provided.

If for whatever reason you don't have a statement of service covering a period of your career, you can instead provide your employer a statutory declaration setting out which organisation you worked for; the period of employment; the capacity or classification in which you were employed; and the number of hours of service. Use an approximation of hours if you're unable to be precise.

If you require advice or assistance regarding your rate of pay or year of service, please don't hesitate to contact NSWNMA/ANMF-NSW.