

## **CAREER GRADE AND PAY PROGRESSION**

1. This procedure covers existing Career Grades.
2. Staff will be given a copy of the career grade scheme to which they are appointed and advised how they can progress.
3. Upon completion of either an examination and/or relevant experience, an officer shall be eligible to proceed within his/her career grade scheme.
4. The Departmental Personnel Section will complete the appropriate career progression form and obtain the necessary signatures.
5. Copies of the form will be sent to MDs Department (Payroll Section) and CORPORATE HR BUSINESS , a copy will also be placed on the personal record of the officer concerned.
6. Upon receipt of the completed form, Payroll Section will arrange the salary increase from the effective date shown on the form.
7. In normal circumstances, an offer will advance on career grade one month following successful completion of examination/relevant experience.