



**THE UNIVERSITY OF LIVERPOOL AGREEMENT
FOR THE MODERNISATION OF PAY STRUCTURES
FOR SUPPORT STAFF**

1. Introduction

Agreement has been reached between the University of Liverpool and AMICUS (Technical & Clerical) and UNISON (Manual) Trade Unions on a new pay structure and supporting arrangements covering all Support Staff. The Agreement includes a commitment by AMICUS and UNISON and the University to work together to implement all aspects of role evaluation and a contribution agenda that includes an annual Professional Development and Review of staff.

1.1 The Agreement will implement the National Framework Agreement comprehensively and in partnership with the trade unions on the basis that it offers:-

- Improvements in remuneration for many staff;
- The basis for the achievement of equal pay for work of equal value.

1.2 The University, Amicus and Unison acknowledge:

- the vital contribution which staff at all levels make to the continuing success of the University and the need for them to be rewarded properly;
- the need to modernise pay arrangements to:
 - ensure equal pay for work of equal value;
 - ensure fairness and consistency of approach and application;
 - ensure transparency in reward processes;
 - ensure the University's ability to recruit, retain and motivate employees in a competitive labour market;
 - recognise and reward individual contribution.

In order to achieve this the University is committed to working closely with the Trade Unions to implement new pay and grading arrangements which are fair, equitable, transparent and robust.

1.3 All aspects of this Agreement will be subject to review and monitoring. This will include consideration of the impact on the Diversity and Equality objectives of the University.

1.4 All parties accept that this Agreement does not affect the legal rights of individual members of staff to bring a claim under current employment legislation.

2 Role Analysis

The basis for the new grading arrangements is the HERA Role Evaluation scheme. The University and the Trade Unions have worked, and will continue to work, in partnership to ensure fair, transparent and practical use of the scheme which results in equal pay for work of equal value. Arrangements have been agreed for the implementation of HERA for all support staff. Plans for its continued application will be agreed in the near future.

3 Grading Structure

The University is introducing a fair and transparent pay and grading structure that will apply to all current and future staff and that will meet the principle of 'equal pay for work of equal value'.

In order to do this a nine grade single salary structure will be introduced with:

- (i) Scope for normal incremental progression within all grades
- (ii) Contribution increments available above the normal maximum of each grade.

The structure is attached at Appendix 1, and is based on the National Pay Spine negotiated as part of the National Framework Agreement.

3.1. Assimilation of Current Staff

Prior to the completion of the role evaluation exercise, staff were assimilated to the new Pay Spine with effect from 1 August 2005. Consequently, initial assimilation took place on the basis of current grading arrangements.

Following this Agreement and prior to the completion of role evaluation, each existing grade will be assimilated to the closest appropriate grade in the new structure. Details of the assimilation of each grade are attached at Appendix 2.

Any adjustments to the grades of individuals resulting from role evaluation will be made once the HERA exercise has been completed. Any resulting protection arrangements will be based on the salary at the time of full implementation of the new pay structure.

Assimilation arrangements will be applied in three stages:

- 1. Staff were assimilated to the pay spine in August 2005
- 2. Staff will be assimilated to the grading structure, backdated to August 2004
- 3. Any changes which are required following the final confirmation of roles as part of the role evaluation exercise. Any such changes will be backdated to August 2004.

3.2 Disclosure of Information

The University is committed to providing general information to all staff regarding the outcome of the role evaluation process. Individuals may request further information by arranging an appointment with Human Resources Department. Details relating to the disclosure of information can be found at Appendix 3. It should be noted that any appeals received following the disclosure of information to staff should be based on supporting evidence for the role.

3.3 Incremental Dates

There are currently a variety of incremental dates for support staff. It is agreed that there is value in having a common incremental date for all staff. However, there are a number of

operational factors that need to be considered before any changes can be made. It is agreed to set up a Working Group to consider incremental dates and produce recommendations.

3.4 Appeals arising from Initial Role Evaluation Exercise

The agreed Appeals Procedure, attached at Appendix 4, will apply to appeals arising from the initial implementation of HERA and will be based on written evidence produced in support of an appeal.

The Chair of the Appeals Panel will be a member of the Council of the University. As well as chairing the Appeals Panel, the individual will be responsible for identifying and inducting a replacement from Council, as required. The University will consult the Trade Unions on any appointment to the Chair of the Appeals Panel.

3.5 Pay & Pensions Protection

Details of protection arrangements for staff whose salaries are protected are shown at Appendix 5. This includes details of pay protection, role enhancement and pension arrangements.

4. Professional Development and Review

The University of Liverpool is committed to recognising the contribution made by all staff and seeks to develop and reward staff accordingly in a fair and equitable manner. The major method of effecting this is via the annual Professional Development and Review (PDR), which is also a key mechanism in the implementation of the University's Diversity and Equality of Opportunity Policy as it ensures a consistent approach to performance review, reward, and equal access to training and development opportunities.

It is good practice to ensure that roles, workload, development needs, career prospects, progression and promotion are reviewed regularly between managers and individual employees. As such, it is agreed to implement the Professional Development and Review Scheme which is attached at Appendix 6.

The University and the Trade Unions believe that the Professional Development and Review scheme provides the most appropriate means of systematically and fairly managing and rewarding contribution.

4.1 Contribution Criteria

In order that accelerated incremental progression and contribution increments, are awarded on a fair and equitable basis, a contribution criteria document has been agreed and is attached at Appendix 7.

4.2 Role Profiles

The University wishes to develop a consistent approach to the format and use of role profiles. The University and the Trade Unions will work jointly to develop an approach to role profiles which applies across all staff groups.

The role profiles will allow a full expression of the detail of the role, as well as underpinning the HERA competencies which determine the grade of the role.

5. Performance Management Procedure

The University will introduce a Performance Management Procedure that will be applicable to all staff. The procedure will allow issues relating to perceived poor performance to be dealt with complementary to the Professional Development and Review and other institutional procedures. The procedure is attached at Appendix 8.

6. Career Paths

The University is committed to its current structures and associated existing career paths for support staff. The appropriate role profile, associated with the current contractual position, will be used for Professional Development and Review. The appropriateness of these career paths will be kept under review.

7. Review of Grades and Grading of New Posts

The University recognises the importance of maintaining the integrity of its modernised pay structure once it has been implemented. To this end, the University wishes to work in partnership with the Trade Unions to develop policies and procedures to deal with these issues. This work will concentrate on ensuring that grading decisions are based on the use of HERA.

8. Criteria for the Use of Market Supplements

The University recognises that there may be occasions when it is necessary to consider the use of Market Supplements. The University wishes to work with the Trade Unions to develop a policy and procedure to deal with such scenarios.

9. Equal Pay Reviews

The University and Trade Unions recognise the importance of monitoring the impact of the new pay structure. A central part of this is to conduct regular Equal Pay Reviews to ensure that the structure put in place by the University meets the obligations under the Equal Pay Act. The University will work with the Trade Unions to develop plans, including a timetable, for conducting an initial Equal Pay Review.

10. Harmonisation

(i) Working Hours

The University wishes to harmonise the working week at 35 hours. This will lead to an increased hourly rate for all staff groups currently with a standard working week exceeding 35 hours. However, it is not possible for the reduction to take place in one phase because of financial and operational constraints.

The University and the Trade Unions have already made considerable progress in drawing up plans for an initial one hour reduction for staff currently working more than 35 hours. Implementation of this initial reduction will take effect one month from the date of this agreement. This reduction will be backdated to 1 August 2005.

The operation of these new arrangements will be reviewed over a six-month period from the date of implementation. This review will involve the University and the Trade Unions and will assess the impact of reduction and consider the timing of further reductions. Implementation of the full reduction will be no later than the end of October 2007.

As part of the on-going work on harmonisation, it is the University's intention to issue the managerial guidance on the management of paid breaks which is attached at Appendix 9.

(ii) Annual Leave

It is the University's wish to move to a uniform position on annual leave, resulting in an increase to a basic provision of 25 days for support staff, with the removal of service days and seniority days. It has been agreed that all existing staff should benefit with at least one

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extra days leave and therefore in some instances staff will move to 26 days. University closure days would remain unaffected. It is the University's aim to implement the allowance of 25 days from 1 January 2007.

The University and the Trade Unions recognise that this agreement does not necessarily represent a final position on annual leave. There is a joint commitment to timely further discussions regarding annual leave as part of the ongoing work on modernising the University's pay structures.

The calculation of annual leave payments will remain unchanged.

(iii) Sickness Payments

Entitlement and levels of sickness payment are also to be harmonised as set out below:

First 6 months service

2 weeks full pay and 2 weeks ½ pay

After 6 months service

1 month full pay 1 month ½ pay

After 1 years service

2 months full pay, 2 months ½ pay

After 2 years service

4 months full pay, 4 months ½ pay

After 3 years service

5 months full pay, 5 months ½ pay

After 4 years service

6 months full pay, 6 months ½ pay

The existing arrangements for Sickness Payment Supplement for manual staff will cease. Salary payment during sickness absence will be made on the basis of normal contractual pay. In addition staff will receive average level earnings of enhanced rates of pay, which are not included within their normal pay. The average level of enhanced earnings will be based on those payments earned during a 52 week period commencing 1 January of the previous year, excluding payment for additional hours. Where staff are contracted to work for less than 52 weeks a year, the calculation period will reflect their working year. Enhanced rates of pay include: unsocial hours payment, shift allowance, alternating shift payment and weekend work enhancements. Staff that are contracted to work at times which attract enhanced rates of pay, shall receive that level of pay during periods of sickness absence, had they been at work.

Where it has been agreed by the University and the trade unions that regular overtime forms part of an individual's contractual arrangements, overtime payments will be taken into account in the calculation of sickness payments. All other overtime payments will not be included.

Those staff currently eligible for sickness Pay Supplement will receive an ex gratia one-off payment of £125 (pro rata for part-time staff).

(iv) Maternity Pay Provisions

Maternity pay arrangements will be harmonised with those of Academic and Academic Related staff. Details of these arrangements can be found at Appendix 10. The improved maternity arrangements will take place with effect from 1 August 2006.

The policy will be updated in line with legislative changes as appropriate.

11. Superannuation

Eligibility for either ULPF or USS pension schemes will be determined by the University in accordance with the rules of the respective schemes.

12. Conclusions

The University and the Trade Unions believe that this agreement will benefit staff members in a number of ways:

- through more transparent and robust reward structures;
- through ensuring equal pay for work of equal value;
- through greater opportunities for accelerated progression and fast track promotion to reward contribution and role development
- through a renewed positive approach to the development of staff as expressed in the Personal and Professional Development document contained at Appendix 11.

The University also believes that the proposal fully meets the principles of the Framework Agreement. The Agreement is the result of the University and the Trade Unions working in constructive partnership. Both sides recognise the benefit of continuing to work in this manner.

Susan Rutherford
Director of Human Resources

Jointly On Behalf of
AMICUS and UNISON