

## **Agreement reached on Assimilation Principles for new 52 point scale between University of St Andrews, UCU, AMICUS and UNISON**

The following are the mechanisms in accordance with which all staff, excluding Trades staff\*, will transfer to the new 52 point scale which is attached as Appendix A.

\*Trades staff will be assimilated to the new pay structure no later than 1 October 2006 on the completion of role analysis and local negotiation regarding current conditions and pay elements. Any change will be backdated to 1 August 2006.

### **1 August 2006**

The following process will be followed in moving staff from their current salary to the new 52 point salary scale:

**Step 1** – apply increment (where applicable) #

**Step 2** – assimilate to new point on new grade on new scale ##

**Step 3** – apply pay settlement to the new salary structure

# All incremental dates have been harmonised to 1 August, commencing 1 August 2006.

## Staff will be assimilated to their appropriate grade as set out in Appendix B. Staff will then be matched to a point on their appropriate grade representing no less salary than they would have received on their former scale on 1 August 2006.

### **White Circling – no detriment**

The aim of assimilation is to ensure that current members of staff receive no less money than they would have at any time received given their present grade and salary point. As a result of this, specific colleagues will be guaranteed a trajectory which skips certain incremental points to ensure no detriment.

Personal protection points will be used to ensure no detriment to current members of staff as a result of the new pay structure. Personal protection points, which will be maintained until the member of staff moves to a higher grade or leaves the post, will be applied to the following:-

- Staff who, as a result of the new pay structure, find that their current salary expectations are no longer met because their grade does not extend to as high a salary level as their current grade will move, at the appropriate time, to a protection point which at least meets their present salary expectations.
- Staff who match across to a shaded area of the salary scale (the contribution points) will use the appropriate contribution point as a personal protection point.

Staff who are currently on a discretionary point who assimilate to a non-discretionary point on their new grade without being green-circled will have their present relative position recognised since when they reach the top of their new grade, they will proceed to the first contribution point on that grade.

Staff who are currently on a discretionary point who will see no immediate or future increase in consequence of assimilation will be moved to an appropriate protection point on the new scale with effect from 1 August 2006. For example:

- CG3 19\*, RND 19\*, TG 16\* will assimilate to a protection point equal in value to point 17
- RNG 20\*, RND 20\*, CG3 20\* will assimilate to a protection point equal in value to point 18
- AO2, ALC 2 point 15\* will assimilate to a protection point equal in value to point 39

### Red Circling

- The protection/adjustment period will be **three years** as from 1 August 2006 and, during this time, the role holder will receive the increment due on 1 August 2006 and annual *cost of living increases*. Red-circled role holders **will not** receive annual increments after 1 August 2006. During this three-year period, the role holder will be given the opportunity to adjust their role (if this is possible), and/or they will be given the opportunity\* to move to a post at the higher grade if an appropriate one becomes available. At the end of the three-year protection period, if no adjustments have been made, the role holder will move to the top of the grade in which they have been placed by evaluation.

\* ie, individuals in red-circled posts will be short-listed and interviewed for any such posts (as vacancies arise) before any other internal or external applicants. If an individual is deemed not suitable, even with reasonable training support, for the vacant post, justification from the Selection Committee will be provided.

- In the case of a role holder who decides to retire, if they retire four years after they have been initially red-circled (one year after their protection period has ended) the University will ensure that any pension shortfall arising in relation to their salary at the end of the third year of the protection period will be made up.
- A Review Group will be established to monitor the progress of red-circled role holders. The Review Group will comprise the **Director of HR, the member of the Office of the Principal responsible for HR, and a member of the appropriate Trade Union**. When it comes to monitoring role holders who are not members of a Union, the relevant Union member should still form part of the Review Group to monitor these individuals. The remit of the Review Group will be to ensure that each red-circled role holder's needs are being addressed as urgently as possible in a fair, positive and reasonable fashion. Thus, if a situation arises whereby the role holder and their manager come to a difference of opinion, the Review Group will be asked to assist. If there is a realistic opportunity to increase the role, the University will do all it can to support the role holder.

### Green Circling

- Role holders who are green-circled will move to the bottom of the appropriate grade as from 1 August 2006.

### Special Cases

- All current efficiency bars will disappear under the new pay structure. All jobs will now be role evaluated.

- ALC1 staff will assimilate, on 1 August 2006, from current point 4 to new point 27; from current point 5 to new point 28; and from current point 6 to new point 29 and will, with satisfactory role development, have an expectation of progression to Grade 6.
- ALC3/AO3 staff will assimilate to no lower than point 39 on Grade 7.
- ALC4/AO4 staff will assimilate to Grade 7 with the application of the protection mechanisms detailed above.
- Lecturer A staff will assimilate to Grade 7.

### **Hourly Pay**

- A significant exercise aimed at redefining the conditions and remuneration of hourly-paid staff will be completed by the end of August 2007 and will take into account the need for the establishment of a comprehensive rate calculated upon the basis of achieving the objective of equal pay for work of equal value.

### **Contribution-related Pay**

- It has been agreed that a Contribution Related Pay Scheme will be agreed for implementation on 1 August 2008. Mechanisms associated with this new pay scheme will, therefore, have to be introduced sufficiently prior to that date.

### **Length of scales**

- Only one of the University's new grades contains more than six incremental steps. This exceptional decision has been taken in relation to Grade 7 specifically to recognise the significant experience and expertise that staff will develop in this grade which is, for example, the starting grade for a Lecturer at St Andrews and the only grade which that Lecturer will inhabit in advance of his/her promotion, on the basis of merit and the scale/scope of his/her role, to the status of Senior Lecturer, Reader and/or Professor.

David Corner  
5 July 2006

<b>CLERICAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
CG1	Grade 1	11060 – 11703
CG2	Grade 2	12335 – 14192
CG3	Grade 3	14618 – 16946
CG4	Grade 4	17454 – 20235
CG5	Grade 5	20842 – 24886
CG6	Grade 5	20842 – 24886

<b>TECHNICAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
TGA	Grade 2	12335 – 14192
TGB	Grade 2	12335 – 14192
TGC	Grade 3	14618 – 16946
TGD	Grade 4	17454 – 20235
TGE	Grade 5	20842 – 24886
TGF	Grade 6	25633 – 30607
TGG	Grade 6	25633 – 30607
TGH	Grade 6	25633 – 30607
TGI	Grade 7	31525 – 38772

<b>ALC</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
AA1	Grade 5	20842 – 24886
AA2	Grade 6	25633 – 30607
AA3	Grade 7	31525 – 38772
AA4*	Grade 7	31525 – 38772
AA5	Grade 8	39935 – 44947
AA6	Grade 9	47685 +

<b>OTHER RELATED</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
AO1	Grade 5	20842 – 24886
AO2	Grade 6	25633 – 30607
AO3	Grade 7	31525 – 38772
AO4*	Grade 7	31525 – 38772
AO5	Grade 8	39935 – 44947
AO6	Grade 9	47685 +

<b>RESEARCH</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
ARB	Grade 5	20842 – 24886
ARA	Grade 6	25633 – 30607
AR2	Grade 7	31525 – 38772
AR3	Grade 8	39935 – 44947
AR4	Grade 9	47685 +

<b>ACADEMIC</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
ALB	Grade 7	31525 – 38772
ALS / ALR	Grade 8	39935 – 44947
ALX	Grade 9	47685 +

**Appendix B (continued)**

<b>MANUAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
MC1	Grade 1	11060 – 11703
MC2	Grade 1	11060 – 11703
MC3	Grade 2	12335 – 14192
MC4	Grade 2	12335 – 14192

<b>RESIDENCE MANAGER</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
RSA	Grade 4	17454 – 20235
RSB	Grade 4	17454 – 20235
RSC	Grade 5	20842 – 24886
RSD	Grade 5	20842 – 24886
RSE	Grade 6	25633 – 30607

<b>CHEFS (Non Res)</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
RNB	Grade 2	12335 – 14192
RNC	Grade 3	14618 – 16946
RND	Grade 3	14618 – 16946

<b>RESIDENT SENIOR STAFF</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE</b>
RNE	Grade 2	12335 – 14192
RNF	Grade 3	14618 – 16946
RNG	Grade 3	14618 – 16946
RNH	Grade 4	17454 – 20235

\* **AA4 & AO4: Assimilation principles particular to these grades are outlined in the ‘Special Cases’ section of the main document.**