

Brunel University Pay Framework

(Final version – 8 Sept 2006)

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1. Scope

This agreement covers the pay arrangements relating to staff employed by Brunel University other than those appointed, or promoted, to the Professorial / Academic-Related Grade 6 minimum or above (currently point 49 on the national pay spine).

2. Basis of the Agreement

The Brunel University Pay Framework agreement (hereafter referred to as “this agreement”) represents the full extent of the local agreement reached between the University and the recognised support staff trade unions (Amicus, GMB and Unison) regarding the implementation of the national JNCHES Pay Framework Agreement. Discussions with the UCU on this agreement are ongoing.

Any changes to this agreement will be negotiated in accordance with the University’s arrangements for collective bargaining with the trade unions and will be subject to the approval of the Council of the University.

3. Job Evaluation

In accordance with the JNCHES Framework Agreement, an underlying principle of this agreement is that the pay and grading of posts is related to their relative demands, as determined through an appropriate job evaluation (JE) process. The use of the Higher Education Role Analysis (HERA) JE scheme for the joint job evaluation benchmarking exercise, covering all categories of staff, including academic and academic-related staff, was approved by the Council of the University. Accordingly, it underpins this agreement and hereafter will be considered as the University’s only approved job evaluation scheme.

4. Job Matching / HERA Ranges

The outcome of the joint benchmarking exercise was considered in detail by the University and the support staff trade unions. It showed clear clusters of jobs, resulting in a negotiated agreement regarding the matching of posts to the new grades in the rationalised grading structure, as set out in Annex A. (The underlying rationale was that the vast majority of posts had at some point been compared to the roles evaluated in the benchmark exercise through the use of the various, outgoing, job evaluation/assessment processes and could, therefore, be matched to them).

The HERA ranges for the grades in the new structure are as follows:

HERA Range	Grade
Below 270	S1
270 - 285	S2
286 - 305	S3
306 - 340	S4
341 - 400	S5
401 - 500	S6
501 - 560	H2
561 - 620	H3
621 - 700	H4
701 - 800	H5
Over 800	H6

5. Under-graded roles / Appeals

The University will write to all members of staff covered by this agreement setting out details of the new grade to which they are being transferred. Details of the benchmark role profiles which have been developed for all the new grades will also be made available. Accordingly, all staff will be able to assess whether their job is bigger than the benchmark for the grade to which they have been transferred and better fits the benchmark for a higher (or lower) level. Advice from the recognised trade unions and Human Resources on this matter will be available. Should the result of this assessment be that a member of staff believes that his/her job is closer to a higher benchmark than that for the grade to which s/he has been transferred, s/he can seek to progress the matter through one of the following processes, as appropriate:

Academic Staff: May apply for promotion in the next promotion round, in accordance with the process and criteria approved by Senate. The promotion criteria formed an essential part of the generic academic role profiles that were developed in 2005/6, in consultation with academic staff, and staff working at a higher level than their grade should apply for promotion.

Support / Academic-related (professional) Staff: May submit an appeal against the grade to which they have been transferred effective from 1 August 2006, in writing, **before 1 Feb 2007**. Every endeavour will be made to ensure that appeals are heard within a reasonable time of submission (and not later than 1 June 2007). Successful

appeals against the grades to which staff are transferred effective from 1 August 2006 will be backdated to this date (or the date on which employment with the University commenced if this is later).

From 1 Feb 2007, a member of support staff may appeal against the grading of their post on the grounds that the role has expanded significantly since it was last evaluated and it better fits a higher level benchmark. An appeal on these grounds will not be allowed if it has been formally evaluated using the HERA scheme within a two-year time period. (This does not include evaluations undertaken as part of the 2005/6 benchmark exercise and staff taking part in the benchmark exercise will have the same right of appeal as other support staff).

The required process for submitting a job evaluation appeal will be that set out in the letter advising staff of the grade to which they have been transferred (also available on the HR pages of the intranet). It potentially consists of two main steps; an informal appeal involving a HERA evaluation by a trained evaluator engaged by the University and, should a member of staff be unsatisfied with the outcome, a formal appeal involving a review of all the relevant information by the joint HERA Panel (comprising two HERA trained representatives from both the University and the trade unions). In each step, a member of staff may be accompanied / represented by a trade union representative or work colleague when the matter is discussed. The outcome of a formal appeal will be final and subject to no further appeal.

Please note: As the consultation with the UCU regarding academic and related staff are ongoing, this agreement will be implemented at a later date for these groups of staff and the deadlines for appeals will differ.

6. Evaluation of New Posts

The appropriate grade for new posts covered by this agreement will be based on an assessment of the relative demands of the role by a trained HERA evaluator engaged by the University. Details of the assessment will be shared with the appropriate HERA trained representative(s) of the relevant trade union(s). Any issues that may arise should be discussed, in confidence, with the evaluator in the first instance and, should anything remain unresolved, it may be raised at a subsequent meeting of the joint HERA Panel. Evaluations of new posts covered by this agreement will be recorded at the joint HERA Panel.

7. Pay Protection under this Agreement

When the jointly agreed grade transfer arrangements set out in Annex A are implemented, the majority of staff will move across on to the same pay point or a higher pay point. However, in some cases this won't apply and a member of staff may be transferred onto a lower pay point (in accordance with the results of the joint benchmark job evaluation exercise described above). In these circumstances the following pay protection arrangements shall apply:

- The member of staff will continue at their current pay level, on a protected basis, for a period of four years; after which his/her pay will be reduced to the

highest point (including discretionary points) on the grade to which the member of staff has been transferred.

- However, where practicable, local line management will explore with individuals the possibility that the responsibilities of the post can be increased to the extent that, following re-evaluation of the post, the grading of the post is increased.
- Should this not be practicable, local line management will discuss with staff the training and development opportunities that could reasonably be made available, in order to maximise the chances that the member of staff will be promoted to a higher grade, when a vacancy becomes available.
- It is expected that these issues will form part of the ongoing staff development dialogue between line managers and staff. Guidance and support for this process is available from Human Resources and progress on this matter will be subject to annual (or more regular) review.

8. Discretionary Increments

Where discretionary increments are included in the structure of a particular grade, all staff in the grade shall have an equal opportunity to access such increments. The University and the support staff unions are jointly committed to finding a more open, transparent and fair process for the determination of discretionary increments prior to decisions on this being taken in 2007.

9. Sick-Pay Harmonisation

The University and the support staff unions are jointly committed to reaching an agreement on the harmonisation of sick pay by November 2006 that will be backdated, wherever practical, to 1 Aug 2006.

10. Overtime-Pay Harmonisation

The University and the support staff unions are jointly committed to reaching an agreement on the harmonisation of overtime by November 2006. Other than staff working shift systems for which a shift allowance is payable that covers overtime, the threshold for claiming overtime will be harmonised at 35 hours per week, effective from 1 Aug 2006.

11. Annual Leave Harmonisation

The University and the support staff unions are jointly committed to reaching an agreement on the harmonisation of annual leave for all staff within a particular grade by November 2006 that will be backdated, wherever practical, to 1 Aug 2006.

12. Equality Proofing

The jointly agreed grading structure (as set out in Annex A) was approved following an agreed impact assessment of its implications in terms of gender, race, age and disability that demonstrated there was no (negative) differential impact. The University shall review this impact assessment annually with the trade unions within the jointly agreed collective bargaining forum and corrective action will be taken, should any negative, differential impact transpire. The first annual review shall include data collected prior to, and following, implementation of this agreement.

13. Attraction and Retention Premia

The law requires that employers have objective justification if they offer different rates of pay to staff whose work is of equal value. Should there be a business need, in a specific case, for the University to match external market pay rates, attraction and retention premia may be considered. In these circumstances a line-manager may make a case for the payment of an attraction and retention premia by undertaking the following steps:

- a. Assemble the evidence (such as data from published or specially commissioned pay surveys, and/or systematic analysis of advertised pay rates) that the proposed attraction and retention premia can be objectively justified.
- b. Decide which employees are eligible for each attraction and retention premium, including existing staff.
- c. Determine the level of premium required in each case.
- d. Record the rationale for each attraction and retention premium in the personnel file of all those to whom they are paid, and notify the individuals concerned explicitly as regards the basis of the additional payment they will receive.
- e. Agree with the affected individual(s) that the contract(s) of employment is amended to explicitly set out the conditions under which the attraction and retention premium is paid and may, in certain circumstances, be reduced or withdrawn in accordance with the agreed policy.
- f. Review annually, the case for preserving, amending or withdrawing each attraction and retention premium in accordance with the policy guidelines. All such premia will be reported to the appropriate collective bargaining forum, in order that it may assess the position on an annual basis.

As part of a regular equal pay review process, the University will also identify the proportions, in the groups to whom attraction and retention premia are paid, of men and women, of different racial groups, of different age groups and of those with disabilities, and; check that differences between the pay of those carrying out like work, work rated as equivalent or work of equal value, which arise from attraction and retention premia, can be objectively justified and, if not, that corrective action is taken.