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UNIVERSITY OF STRATHCLYDE

PAY AND GRADING STRUCTURE AND HARMONISATION OF NON-PAY TERMS AND CONDITIONS OF EMPLOYMENT

1. Introduction

- 1.1 In line with the National Framework Agreement and the Memorandum of Understanding for staff represented by the UCU, the University is seeking to develop in partnership with its recognised campus unions a fair and transparent pay and grading structure. The structure will apply to all current and future staff that fall within the scope of negotiations conducted in the Joint Negotiating Committee for Higher Education Staff (JNCHES). This document represents a formal offer by the University to the Partnership Unions on how a new Pay and Grading structure will be implemented from 1 August 2006 and how ongoing work will be taken forward.
- 1.2 The reasons for introducing this modernised pay and grading structure are set out in the National Framework Agreement. One is to attempt to ensure equal pay for work of equal value by introducing common grade boundaries across all University jobs which have been assessed as being of similar value by an analytical process of evaluation. For those whose match is confirmed to the provisionally matched level, the assimilation aim is to ensure that they are at least as well off as they would have been had they remained on their present pay structure.

2. A Single Pay Spine

- 2.1 A published 54 point single pay spine will be introduced to which will be attached 10 pay grades with annual increments up to the maximum guaranteed point on each scale and, above this, Contribution Points (CPs) which may be accessed following recognition of contribution over and above the normal expectations of role performance. The processes for award of these CPs will be developed from current review practice for the award of discretionary points, in partnership with the Campus Trade Unions, adapted as necessary to meet new structural demands, resulting in a transparent and equitable system. The term discretionary points will be discontinued.

- 2.2 The points on the University's post-August pay spine match the national 51 point single pay spine, with three points added at the top to develop the University's existing arrangements for Readers, their ALC equivalents and to extend access to that arrangement to staff currently categorised as Other Related (OR) and Research.
- 2.3 This 10 grade pay and grading structure is attached as Appendix A. Appendix B shows to which grade staff from each of the University's current staff category's will transfer, unless they have been matched by a job matching/job evaluation panel at a grade above (green circled) or below (red circled) the provisionally matched grade.
- 2.4 Grade 7 is the minimum entry point for Academic staff who normally serve a three year probation during which their programme of personal development is monitored. In order to remain competitive in the recruitment market for academic staff, the starting pay for probationary academic staff will be not less than point 33 on Grade 7. The protocol for progression of academic staff between grades is set out in Appendix C.
- 2.5 Above the 10 grade pay and grading structure will be professorial and equivalent salaries which will continue to be confidential in respect of individual salaries but will be not less than the value of point 54 on the published scales.

3. Assimilation of Current Staff

- 3.1 Assimilation of current staff to the new grading structure and to the conditions of employment which attach to that structure will be effective from 1 August 2006. For the majority of staff who have matched to their provisionally matched grade, assimilation onto the new pay spine will be to the point that is equal to or above their current pay and, as applicable, postholders will progress through to the guaranteed maximum of their new grade by means of annual increments commencing in 2007. Where necessary, an individual will transfer to a CP on their new grade i.e. when the point equal to or immediately above their current pay on the new pay spine is a CP. Assimilation Tables, showing where current salaries will translate to on the new structure, will be available to view on the University website. Alternatively, for those without access to the internet, paper based copies will be made available.

- 3.2 Staff who normally receive an increment on 1st August (and who would be due to receive an increment within their current pay scale) will receive this increase on 31 July 2006. Thus it will be included in the calculation of current salary when determining the current level of pay for the assimilation process.
- 3.3 Academic and Academic Related Staff covered by the Memorandum of Understanding that are neither red nor green circled will assimilate into their matched grade at the salary point at or above their current pay level that also allows them, through normal annual increment, to reach a salary point value in their new grade that is equal to or greater than the salary point value of the normal maximum of their current grade in no longer time than it would currently take them to reach that maximum. In some cases, this will require different assimilation and progression arrangements and Appendix C sets out the arrangements, subject to the results of job matching/evaluation, for these staff.
- 3.4 Similarly, in order to ensure that staff who match to the provisional level are not financially disadvantaged by a transfer to the new grading structure, staff currently graded as Technician Grade F and who match to grade 6 within the new pay and grading structure require different progression arrangements within the new pay structure. These arrangements are set out in Appendix D.
- 3.5 Green circled staff from all current staff categories, i.e. staff matched by a Matching Panel to a grade higher than their provisional match, will assimilate on to their new grade to the lowest salary point on that new grade or, where their current salary is higher than that point, to the point equal to or immediately above their current salary. In cases where the resulting pay increase of this transfer to the new grade results in a pay increase which exceeds 10%, as allowed for within Appendix F of the Framework Agreement, this pay increase will be phased over 2 years, with a 10% increase in salary being paid from August 2006 and the remaining percentage salary increase being applied in August 2007.
- 3.6 Red circled staff, i.e. staff matched by a Matching Panel to a grade lower than their provisional match, will have their salary preserved, if required, for up to 4 years in accordance with principles in the Framework Agreement. Appendix E sets out in more detail the principles which will apply to red circled staff.

3.7 Future promotions may be achieved by staff increasing their skills and experience and growing their jobs to match to a higher job family level descriptor. The protocol for future promotions will be developed from current practice, in partnership with the Campus Unions, and will be underpinned by the matching of jobs to job family level descriptors.

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4. **Appeals**

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An Appeals process, to be published following Framework Agreement Implementation, is being developed within the Partnership Group and will be available prior to staff receiving their individual assimilation letters.

5. **Harmonisation of Non-Pay terms and conditions**

5.1 Equal pay requires that the University addresses Pay and Grading and non-pay terms and conditions. A summary of current non-pay terms and conditions for each of the University's current staff categories is shown as Appendix F. Staff cannot assimilate to the new pay structure without also accepting the terms and conditions which apply to the grade into which they would assimilate.

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Pensions

5.2 A main exception to the requirement to address non pay terms and conditions is pensions. At Strathclyde since 2003, all new staff entrants, irrespective of staff category, have been offered membership of the Universities Superannuation Scheme (USS). This decision will result in harmonisation of pension provision and entitlement in the longer term. For some staff employed prior to 2003, different pension scheme membership will still apply, primarily either the Scottish Teachers' Pension Scheme or the Local Government Pension Scheme. Following talks held nationally with Higher Education employers, USS has confirmed that en bloc transfer arrangements which allow staff a like-for-like transfer into USS for pensionable service accumulated in other pension schemes will not apply to the pay harmonisation process. In these circumstances, transfers to USS are likely to involve loss of scheme years and

individual members of staff who are contemplating requesting a change should seek independent financial advice about the possible disadvantages of changing schemes.

Sick Pay and Maternity Pay

- 5.3 Sick Pay, Maternity Pay and other entitlements listed in Appendix G are already harmonised across all current staff categories.

Hours of work

- 5.4 As part of the Framework Agreement, Manual or Operational Staff's hours of work were reduced from 38 hours to 37 hours in August 2005.
- 5.5 Other than Academic and Research Staff, staffs' contracts specify a standard working week. The number of hours varies between 35 hours (Secretarial/Clerical; Administrative, Library and Computing staff, Other Related Staff) and 37 hours (Technical Staff and Manual or Operational Staff).
- 5.6 For all staff whose contracts specify a standard working week, this working week will be harmonised at 35 hours by 2009. Having regard to operational requirements and costs, the reduction will be phased in by reference to Technical and Operational job families. The arrangements for the harmonisation of hours for the small number of Secretarial, Clerical and Related staff currently contracted to work 37 hours is dealt with separately in Appendix H.

- 5.7 Following detailed discussion (involving, for example, Estates Management, Residence and Catering and Academic Heads of Department mainly in the Faculties of Engineering and Science), to ensure that the transition is delivered while addressing operational requirements, the phasing of the reduction of hours for Technical and Manual or Operational staff currently not on 35 hours will be as follows:

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August 2005 Operational Staff (current manual staff) 37 hours

August 2007	Technical Staff and Operational Staff	36 hours
August 2009	Technical Staff and Operational Staff	35 hours

5.8 Despite reducing the standard working week to 35 hours, there may be cases where, to meet the operational requirements of the University, there is a continued requirement for some staff to contract for a 37 hour working week. Following the reduction in the standard working week, such staff will continue to work 37 hours but will receive the hourly rate (x 37) applicable for the level within the new pay and grading structure to which their post has been allocated. This is in keeping with the requirements of the Equal Pay Act and will be developed in partnership with the relevant Campus Unions as part of the dialogue pertaining to the operationalisation of the reduced working week.

Annual and Public Holiday Leave Entitlement

5.9 Currently, holiday entitlement is not the same for all categories of staff. Including University days of closure, the entitlement is in a range (for new starts) from 35 to 42 days. From August 2006, holiday entitlement will be harmonised as follows:-

For staff moving to new grades 6, 7, 8, 9 and 10:- 31 days annual leave plus 11 days public holiday leave as currently agreed. 4 days of the 31 day annual leave entitlement will require to be taken during the Christmas/New Year closure as at present*.

For staff moving to new grades 1, 2, 3, 4 and 5:- 27 days annual leave plus 11 days public holiday leave as currently agreed. 4 days of the 27 day annual leave entitlement will require to be taken during the Christmas/New Year closure as at present*.

Within grades 1-5, this represents an increase in leave entitlement for current manual and technical staff and for Secretarial, Clerical and Related Staff with less than 12 years service. Within grades 6, 7 and 8,

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this represents an increase in leave entitlement for Secretarial, Technical and Research staff.

When a full leave year has not been worked, paid leave will be granted in proportion to the period of employment within the leave year. Part time staff will receive a pro-rata entitlement to holiday leave.

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- ***Note:** with the exception of essential staff who are required to work during this period, where local arrangements will remain in place. Work carried out on agreed Public Holidays will also be compensated for as at present.

Payments for Overtime

5.10 Currently, all staff within the manual, secretarial/clerical and technical staff categories are entitled to payment for overtime worked, normally in the form of time and a half for additional hours worked over and above the normal working week on Monday – Saturday and double time for hours worked on Sunday. There are some variations to this, for example within the Library Shift system where a time off in lieu arrangement exists, which will continue. For Administrative, Library, Computer and Other Related Staff, where a Head of Department requests additional work to meet the particular requirements of the Department, equivalent time off in lieu is granted.

5.11 Given that employees from different staff categories will fall within the same level in the new pay and grading structure, this is unsustainable. Following the structure of differentiation in leave entitlement shown in paragraph 4.9, above, entitlement to payment for overtime will be harmonised from 1 August 2006 as follows:-

For staff with specified working hours moving to new grades 6,7,8,9 and 10:-	there is no contractual entitlement to additional payment for additional hours worked. Where a Head of Department requests additional work to meet the particular requirements of the Department, equivalent time off in lieu will be granted.
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For staff moving to new grades 1,2,3,4 and 5:- payment for non-contractual overtime continues as per current terms and conditions.

5.12 For staff moving to grade 6 and above who currently have an entitlement to payment for overtime worked and who will no longer have this entitlement from August 2006, an assessment of the amount of overtime worked over the last two financial years will be made. Assuming that earnings from this overtime have not been exceptional (eg due to staff vacancies which are now filled) then annual earnings from this overtime (averaged over the last two years) will be taken into account in assimilating staff to the new pay spine and the postholder will assimilate on to the new pay point which reasonably reflects this. For the majority of staff, where no or a small amount of overtime has been worked, overtime will not change the pay point to which staff will assimilate. For others, where a larger amount of overtime has been worked, then this will mean assimilation to a higher pay point than would have been the case had no overtime been worked. In all cases, staff must transfer to a point (normal or contribution point) within the new pay grade to which their post has been matched.

Notice Periods

5.13 From 1 August 2006 notice periods for employer and employee will be harmonised as follows:

For staff moving to new grades 6, 7, 8, 9 and 10: minimum period of notice three months

For staff moving to new grades 3, 4 and 5: minimum period of notice one month.

For staff moving to new grades 1 and 2: minimum period of notice one week.

6.0 Security Staff currently receiving an 'All Inclusive' salary rate

6.1 Currently, security staff on the John Anderson Campus are paid on a salary scale which includes a range of consolidated allowances in relation to, for example, the operation of shifts which cover 24 hours per

day, 7 days per week. Given that the job evaluation of these posts will have measured duties and responsibilities and not the context in which the posts operate (eg no allowance will have been made for rotational shifts), then an additional allowance, which will be linked to the base scale, will be added to the base pay for the grade into which the jobs will fall following 1st August 2006. The current and post-August salary for John Anderson security staff is shown in Appendix I.

6.2 Security staff on the Jordanhill Campus are currently paid differently from John Anderson Campus security staff and their posts will be evaluated utilising the Hay Scheme soon. Assuming that the result of this evaluation is that the post evaluates at the same grade as its John Anderson counterpart, then Jordanhill Staff may be assured, assuming that non-pay terms and conditions are those of the standard University contracts, that their pay will be no worse off than it is at present. Furthermore, after their assimilation these staff will be no worse off than their John Anderson counterparts with similar length of service.

7.0 Staff currently on 'Southbrae Contracts'

7.1 Resulting from the merger between Jordanhill College and Strathclyde University, there are a small number of staff who hold 'Southbrae contracts' and who have retained, for example, an entitlement to annual leave which is greater than the entitlement of staff employed on the standard University Post 93 Contract. This may or may not involve a currently recognised JNCHES negotiated pay point.

7.2 Staff on Southbrae contracts who have been matched to a grade which is higher than the provisionally matched grade (i.e. staff occupying green circled posts), will transfer onto the new pay structure at the higher grade only (as has been the practice since the merger) if they accept the standard University non-pay terms and conditions applicable to that grade.

Staff on Southbrae contracts matching to the provisional grade (ie those who are neither green nor red circles), may transfer over to the new pay spine on 1st August 2006 if they accept the standard University non-pay terms and conditions applicable to their new grade. The arrangements for staff holding Southbrae contracts who do not wish to accept the standard University non pay and conditions will be set out in a separate document which will be made available to all staff on Southbrae contracts.

8. Staff Not Covered by JNCHES/Staff on a pay point which is not part of a currently recognized JNCHES pay scale (eg Hourly Paid Staff)

8.1 The University intends to evaluate/job match staff not currently paid on a JNCHES pay point (other than staff such as the professoriate paid above the 54 point scale) as soon as practical after August 2006. This will involve two types of staff. First staff such as trades staff whose pay and conditions is currently determined by another pay bargaining process and who, in some cases, are represented by Trade Unions not in membership of JNCHES. A timetable for looking at such staff will be published following discussions with relevant unions.

Second, staff for whom JNCHES unions do have recognition rights such as hourly paid teaching assistants or some manual staff at the Jordanhill campus. In the case of the second type, given the need to commit Trade Union, Management and Personnel Office resources to Appeals immediately following August '06 and the unknown volume of such Appeals, reasonable efforts to complete this task by end March 2007 will be made.

8.2 Following job evaluation/matching for these staff, it is intended that postholders will transfer onto the new Grading Structure and, in so doing, will be required to accept the harmonized non-pay terms and conditions applying to their new grade.

Normal rules for red circled staff who match/are evaluated by an appropriate panel at a level below the provisionally matched Job Family Level Descriptor will apply (see Paragraph 3.6 and Appendix E).

Staff who match to the provisional level but who are red – circled because their current pay is higher than the maximum spinal point on their new salary level, will continue at their current pay level on a protected basis for a period of four years, after which their pay will be reduced to the highest point in the appropriate grade on the new structure, determined for the post as graded following the job matching/job evaluation process. Appendix 'E' will not apply in these instances.

Normal rules for green circled staff who match/are evaluated by an appropriate panel at a level above the provisionally matched Job Family Level Descriptor will apply (see Paragraph 3.5)

9. Equality Audit

Following the implementation of a new pay and grading structure in 2006, there will be an assessment of the job evaluation/job matching scheme, its application and outcomes followed by a comparison of the pay of women and men doing equal work, an investigation of the causes of any identified pay gaps and the development and implementation of action plans to address any issues and close any pay gaps, should any be identified, which are without objective justification.

The main focus of the review will be on gender, but it will also consider other Equality issues such as Ethnic Origin and Disability. Again, given the need to commit resources to Appeals immediately following August '06 and the unknown volume of such Appeals, reasonable efforts will be made to complete this task by end December 2006.

10. Attraction and Retention Premia

Other than introducing a market lead minimum entry point for Academic Staff (see paragraph 2.4), the University has no current plans to make extensive use of attraction and retention premia for particular groups of staff. Should a clear business need for attraction and retention premia arise, the University will, in partnership with the Campus Unions, develop a policy to underpin such payments, this being in line with Appendix E of the Framework Agreement.

11. Academic Job Family/Job Families

The timetable for a continuing debate on the appropriate number of Academic Job Families is as follows:-

- September 2006 – December 2006: consultation on the basis of a paper written by the Vice Principal by, for example, the University's Senior Management Team, Faculty planning groups and JNCC on the most appropriate number. This consultation will conclude in December 2006 with a decision, by Staff Committee, on the most appropriate way forward on this issue.
- January 2007 onwards: Depending on the scale and complexity of any proposed changes, a timetable for their implementation will be developed.

12. Review

A process for review of this Agreement will be developed and agreed within the Partnership Group.

13. Parties to the Agreement

The parties to this agreement are:

The University of Strathclyde signed on behalf of _____

SUCU signed on behalf of _____

EIS/ULA signed on behalf of _____

UNISON signed on behalf of _____

AMICUS signed on behalf of _____

TGWU signed on behalf of _____

Footnote:

In signing this Agreement; It is recognised that the Trade Unions will wish to clarify in terms of legality the basis on which they are entering into Agreement. This is still under discussion and will either take the form of a side letter or an agreed text in the Agreement itself underneath the signatories.

Appendices

- Appendix 'A': University of Strathclyde Pay and Grading structure from 1st August 2006
- Appendix 'B': Mapping of current grades to the Pay and Grading Structure
- Appendix 'C': Assimilation arrangements for current Academic and Academic Related Staff
- Appendix 'D': Assimilation and Progression Arrangements for current Grade 'F' Technicians matching to grade 6.
- Appendix 'E': Arrangements for Red Circled staff
- Appendix 'F': Summary of current non-pay terms and conditions
- Appendix 'G': Entitlements currently harmonised across staff categories
- Appendix 'H'. Secretarial, Clerical and Related Staff currently contracted to work 37 hours per week.
- Appendix "I" Total Salary Package applying to John Anderson Security Staff

Appendix 'A'

Point	Salary	
54	£ 53670	Grade 10
53	£ 52107	
52	£ 50589	Grade 9
51	£ 49116	
50	£ 47685	
49	£ 46295	
48	£ 44947	Grade 8
47	£ 43638	
46	£ 42367	
45	£ 41133	
44	£ 39935	
43	£ 38772	
42	£ 37642	Grade 7
41	£ 36546	
40	£ 35481	
39	£ 34448	
38	£ 33465	Grade 6
37	£ 32471	
36	£ 31525	
35	£ 30606	
34	£ 29716	
33	£ 28849	
32	£ 28010	Grade 5
31	£ 27193	
30	£ 26402	
29	£ 25633	
28	£ 24886	Grade 4
27	£ 24161	
26	£ 23457	
25	£ 22774	
24	£ 22111	
23	£ 21467	
22	£ 20842	Grade 3
21	£ 20234	
20	£ 19666	
19	£ 19073	
18	£ 18517	Grade 2
17	£ 17978	
16	£ 17461	
15	£ 16967	
14	£ 16488	
13	£ 16023	
12	£ 15571	Grade 1
11	£ 15133	
10	£ 14707	
9	£ 14293	
8	£ 13902	
7	£ 13524	
6	£ 13207	
5	£ 12850	
4	£ 12504	
3	£ 12218	
2	£ 11892	
1	£ 11575	

Appendix 'B'

Point	Salary		
54	£ 53670		Grade 10
53	£ 52107		Reader
52	£ 50589		ALC 5*
51	£ 49116	Grade 9	
50	£ 47685		
49	£ 46295		Senior Lecturer
48	£ 44947		Research III
47	£ 43638		ALC/OR 5
46	£ 42367		Grade 8
45	£ 41133		Lecturer B
44	£ 39935		Research II
43	£ 38772		ALC/OR 3/4
42	£ 37642		Tech I
41	£ 36546		
40	£ 35481		
39	£ 34448	Grade 7	
38	£ 33465		
37	£ 32471		Lecturer A
36	£ 31525		Research 1A
35	£ 30606		ALC/OR 2
34	£ 29716	Tech F/G/H	
33	£ 28849	Sec/Cler Grade 6	
32	£ 28010		Grade 6
31	£ 27193		Research 1B
30	£ 26402		ALC/OR 1
29	£ 25633		Tech E & F
28	£ 24886		Sec/Cler Grade 5
27	£ 24161		
26	£ 23457	Grade 5	
25	£ 22774		
24	£ 22111		Tech D
23	£ 21467		Sec/Cler Grade 4
22	£ 20842		
21	£ 20234		Grade 4
20	£ 19666		Tech C
19	£ 19073		Sec/Cler Grade 3
18	£ 18517		Security Senior Warden
17	£ 17978		
16	£ 17461	Grade 3	
15	£ 16967		
14	£ 16488		(Tech B)
13	£ 16023		Sec/Cler Grade 2
12	£ 15571		Manual Grade 4
11	£ 15133	Some Manual Grade 3	
10	£ 14707		Grade 2
9	£ 14293		Manual Grade 2
8	£ 13902		Some Manual Grade 3
7	£ 13524		
6	£ 13207		
5	£ 12850		
4	£ 12504		
3	£ 12218	Grade 1	
2	£ 11892		Manual Grade 1
1	£ 11575		

Assimilation by Academic and Academic Related Staff Groups

Existing staff are expected to assimilate, subject to the results of job evaluation, onto the new pay spine according to the pay structure detailed in Appendix A and the principles outlined in Paragraph 3. However, to meet the requirements of the Memorandum of Understanding, the following special arrangements have been agreed:

Current Staff Group	Assimilation arrangements
Lecturer A	Grade 7 at a minimum of point 33
Other Related Grade 1	OR Staff above bar minimum point 28. Where relevant, OR staff will advance from point 26 to point 28 without using point 27. All OR staff will progress incrementally to point 30.
ALC/OR2	Grade 7 at a minimum of point 30
ALC/OR3	Grade 8 at a minimum of point 39
ALC/OR4	Grade 8 at a minimum of point 42 progress incrementally to point 46

The exact assimilation point on the new grade will depend on current salary level.

Academic Staff

Lecturer 'A'

To reflect the current arrangements for progress from Lecturer A to Lecturer B, progression for academic staff from Grade 7 to Grade 8 will be via a gateway at the top of Grade 7. The normal expectation for academic staff in Grade 7 is training and role development to enable a match to Grade 8 within a year of attainment of the normal maximum on Grade 7. Progression to Grade 8 will occur providing that through professional development the role has grown to make a best fit to a Grade 8 Level Descriptor and assuming satisfactory performance in the role. Academic Staff matching to Level 7 will assimilate to the salary point that allows them to reach point 43 in Level 8 in the same number of years that it would currently take them to reach the normal maximum on the Lecturer B scale, assuming the normal transition between these grades.

Other Academic Staff

Advancement to grades 9 and 10 and beyond to Professor will be in accordance with promotion criteria that are reflected in the published Job Family Level Descriptors.

Administrative, Library and Computing Staff

To reflect the arrangements for ALC Staff in the 1987 Twenty Third Report (which are superseded by the adoption of this agreement), the minimum career grade expectation for new recruits appointed to APS 6 from 1st August 2006 who have recently completed their Higher Education or professional training, is APS Grade 7 which will be accessed following the successful completion of an agreed Professional Development Programme normally within 3 years of appointment. Progression to Grade 7 will occur providing that the role has developed to make it a best fit to the APS Grade 7 Level Descriptor and assuming satisfactory performance in the role. After August 2006, staff recruited to APS Grade 6 who have not recently completed their Higher Education or professional training will be appointed to this level on the basis that it is the best fit job family level descriptor for their post and on the basis of 5 or more years experience in a number of relevant, steadily larger jobs or an HNC/HND level qualification with a lesser amount of relevant work experience. For such staff, there will be no normal expectation of a move to Grade 7 within 3 years of appointment, although, in line with Paragraph 3.7, future promotion may be achieved by staff increasing their skills and experience and growing their jobs to match to the Grade 7 job family level descriptor.

For some time, the University has been translating senior secretarial/clerical staff into ALC1. As part of the assimilation arrangements, ALC1 staff who are in the University's employment prior to 1 August 2006 and who have been matched to APS Grade 6 in the new structure will be offered the opportunity to elect for a Professional Development Programme leading to progression to Grade 7 as above. The programme, normally of no more than 3 years duration, will be agreed on an individual basis with each member of staff who wishes to undertake it, and will include the attainment of an appropriate professional qualification or degree (if this is not already held) and (by means of a portfolio of evidence) the demonstration of conceptual understandings and competences to undertake a role that matches to APS Grade 7, e.g.

- Analytical and Interpretational skills
- Presentation skills
- Interpersonal skills

- Written communication skills
- People Management skills
- Financial Management skills
- Technical Expertise

as appropriate to the individual's role.

ALC1 Staff matched to APS Grade 6 opting not to commit to a Professional Development Programme may achieve promotion to APS Grade 7 through normal promotion procedures as their skills/experience increase and their job grows to match to the APS Grade 7 Descriptor.

Research Staff

Grade 6 is the most junior level research grade. A member of research staff, appointed at grade 6 with a requirement to undertake research leading to a PhD or equivalent qualification/experience, will normally, on attaining that qualification/experience, be expected to be undertaking a role that is a clear match to the Grade 7 level descriptor, and will be promoted accordingly. Research posts that require a PhD or equivalent qualification/experience will match no lower than Grade 7.

Appendix 'D'

Assimilation and Progression Arrangements for current Grade 'F' Technicians matching to grade 6.

As a result of the design of the new pay and grading structure, to ensure that staff who are currently Grade 'F' Technicians enjoy a salary in the new pay structure which is no worse upon assimilation and in future years than the salary available in the current structure, the following assimilation and progression arrangements will apply:-

			August '07	August '08	August '09
Salary from 1 st August inclusive of nationally negotiated general increase	£24,204	Projected salary (present scale)	£24,822	£25,566	£26,332
Salary on assimilation to new pay structure, August '06	£24,886	Projected salary (new pay structure)	£24,886	£25,633	£26,402*
Salary from 1 st August inclusive of nationally negotiated general increase	£24,822	Projected salary (present scale)	£25,566	£26,332	
Salary on assimilation to new pay structure, August '06	£24,886	Projected salary (new pay structure)	£25,633	£26,402*	
Salary from 1 st August inclusive of nationally negotiated general increase	£25,566	Projected salary (present scale)	£26,332		
Salary on assimilation to new pay structure August '06	£25,633	Projected salary (new pay structure)	£26,402*		
Salary from 1 st August inclusive of nationally negotiated general increase	£26,332 (top guaranteed point)				

Salary on assimilation and new pay structure August '06	£26,402*				
Salary from 1 st August inclusive of nationally negotiated general increase Salary on assimilation and new pay structure August '06	£26,981 (current discretionary point) £27,193				

* above £26,402, one further contribution point may be accessed following recognition by the appropriate Review Panel of contribution over and above the normal expectations of role performance.

NOTE: - Nationally negotiated general increases will be added to projected salaries within the new pay structure.

Red Circling and Pay Protection

1. "Red circling" normally occurs when an individual is matched/evaluated by an appropriate panel at a level/s below the provisionally matched Job Family Level Descriptor. Where such red circling applies, the individual will continue at his/her current salary level, on a protected basis, for a period of four years after which time his/her pay will be reduced to the appropriate highest point on the new structure, determined for the post as graded following the job matching/job evaluation process. The nationally negotiated general pay increases applying in August 2006 and in February 2007 will be applied as percentage increases to the preserved salaries of red-circled staff. However, beyond February 2007, red circled staff will not receive nationally negotiated pay increases on their preserved salaries. Neither will any annual increments, which would have been due on the pre-pay modernisation salary scale of red-circled staff, be awarded beyond August 2006. If, during the four year pay protection period, the red-circled postholder's protected salary level falls within the spinal points of the correct grade for their job, as determined by job matching/evaluation, then the individual will be transferred onto the new pay spine at the point equal to or immediately above his/her current basic salary and any nationally negotiated increases for his/her new grade/salary point will apply from the point of transfer to the new pay structure. In such instances, individuals will continue to be treated as red circles, with the opportunities afforded under 2.1 and 2.2, detailed below, applying for the remainder of their red circle period.
2. Where red circling has occurred, all reasonable attempts will be made to ensure that this situation is rectified by one of the following means:-
 - 2.1 By agreement between the individual and his/her line manager/Head of Department, the responsibilities of the post will be increased such that (following re-evaluation of the post) the grading of the post is increased to the provisionally matched grade. This will be attempted by the following means:-
 - .1 At the earliest opportunity following notification of job matching/job evaluation outcome, the postholder and his/her line manager/Head of Department will meet to discuss the issue. If the postholder so desires, a Trade Union representative may attend the discussion. Similarly, if a Head of Department wishes support at this meeting, he/she may request that a member of the Personnel Office attends the discussion. This meeting should take place within 3 months of the date of the letter notifying staff of their new grade and the aim of the discussion should be to agree a Job Development Plan with target review dates. This Plan, taking into account the needs of the Faculty/Department and the abilities of the individual employee, will specify what additional responsibilities will be added to the post, and the timescale associated with these additions, in an attempt to ensure that, upon re-evaluation, the grading of the post is increased. Included in the Plan will be a personal training needs analysis outlining the training/development support which the postholder will receive to enable him/her to undertake the additional responsibilities specified within the Plan, should any such training/development appear necessary. Within the Plan, a realistic timescale for the addition of each duty will be shown and the responsibilities of both the postholder and line manager/Head of Department within each element of the Plan, will be clearly identified. **When identifying additional responsibilities for a "red-circled" postholder, it will be essential that a line manager/Head of Department does not remove duties/responsibilities from another postholder without full consideration of the effect of this on that member of staff.**
 - .2 A copy of the Job Development Plan should be forwarded to the Personnel Office, following which, with appropriate involvement of the Campus Unions, an assessment of the proposed additional duties will be made to ensure that these additions to the job, if implemented successfully, would indeed, as far as is foreseeable, result in a match to the provisionally matched grade.
 - .3 A meeting between postholder and line manager/Head of Department to review the Plan will take place by the end of February 2007 and again, during May 2007. At this May 2007 meeting, the postholder and line manager/Head of Department will produce and agree a Job Profile form which details the duties/responsibilities of the job as at that date.

- .4 During June 2007, a series of Job Matching panels, comprised of one Personnel Office representative, two Trade Union representatives and two individuals from the wider University, will consider the Job Profile forms and match them to the most appropriate job family level descriptor based on a 'best fit' approach.
- .5 Should the panel match a Job Profile form to the provisionally matched level for a postholder, then this individual will be so informed and, from 1st August 2007, will transfer onto the appropriate grade within the new pay and grading structure at the point which is equal to or higher than their current salary.
- .6 Should the panel match a Job Profile form to a grade which is still lower than the provisionally matched grade, then the individual postholder and his/her line manager/Head of Department will be given feedback as to why the panel matched the job at that grade. Following this feedback, a meeting between the postholder and his/her line manager/Head of Department will take place to consider this feedback and to again assess what additional duties might be added to the job.
- .7 Should the panel match a Job Profile form at a grade which is higher than the provisional matching grade, then the postholder, following discussion with his/her line manager/Head of Department may transfer to the appropriate higher grade from 1st August 2007 at the bottom of the pay range for that grade or, where their current salary is higher than that point, at the point equal to or immediately above his/her current salary. Alternatively, by agreement with his/her line manager/Head of Department, the responsibilities of the job may be reduced in order that it matches to the provisionally matched job family level descriptor. In cases where there is a desire to reduce duties then the Personnel Office, with the appropriate involvement of the Campus Unions, will advise as to the appropriateness of reducing duties in keeping with the provisionally matched grade.
- .8 Should it not be possible to match a red circled post at the provisional grade by August 2007, then the postholder will have a further opportunity, in June each year, to have their post re-considered by a Job Matching Panel. If, after 4 years, the post has not been matched to the provisional grade, then paragraph 2.4, below, will apply.

- 2.2 As an alternative to increasing duties of the postholder (for example where it is not possible to do this without affecting the grading of other members of staff), then the focus of discussions between the postholder and his/her line manager/Head of Department will be to make all reasonable attempts to ensure that, following a transparent selection procedure, the postholder moves to a post at a grade which is equal to the provisionally matched grade, should such a post become available. To facilitate this, the postholder will be offered appropriate training and development opportunities to maximize his/her chances of an agreed move to a post at a higher grade. Again, a training needs analysis will assess what developmental opportunities are required and this will be clearly documented, indicating the target date for each identified development need being met and the responsibility of the postholder and his/her line manager/Head of Department within this.

It will be made clear to postholders that they will be expected to apply for any posts at the higher grade which may be suitable and the postholder will be guaranteed an interview for such posts when the essential criteria outlined in the person specification are deemed by the shortlisting panel to have been met. If it is felt that the postholder is not making due efforts to apply for potentially suitable posts at the higher grade or is offered such a post and declines it without good reason, then this will be discussed with the individual. Such a discussion will involve the postholder's Head of Department and a representative of the Personnel Office. The postholder may be accompanied by a Trade Union representative if he/she wishes. Unless due reason for failing to apply for potentially suitable posts or for refusing to accept a post at a higher grade can be given, the postholder's pay will be reduced to the appropriate highest point on the new structure, determined for the post as graded following the job matching/job evaluation process. Following a postholder's appointment to a different post at a higher grade, the postholder will immediately transfer to the new pay structure at the point which is equal to or immediately above their current salary level.

- 2.3 If, at the initial meeting with his/her Head of Department, the individual chooses to commit to neither of the options outlined in 2.1 and 2.2, then the individual will continue at his/her current pay level on a protected basis for a period of up to four years, after which his/her pay will be reduced to the

appropriate highest point on the pay range for the post, as graded following job matching/job evaluation.

- 2.4 If, by the end of the four year pay protection period, it has not been possible to add responsibilities to the post so that, upon re-evaluation, its grade is increased and neither has it been possible for the postholder to be appointed to a different post at a higher grade, then the postholder's pay will be reduced to the highest point in the appropriate grade on the new structure, determined for the post as graded following the job matching/job evaluation process.

Appendix 'F'

STAFF GROUPINGS	NORMAL WORKING HOURS	HOLIDAYS ANNUAL*	HOLIDAYS PUBLIC	SICK LEAVE	SALARY	PAYMENT FOR OVERTIME	PENSION +	NOTICE PERIOD
Academic	As required	31	11	6 months full; 6 months half	Scale	Not Paid	USS	3 months
Research	As required	30	11	6 months full, 6 months half	Scale	Not Paid	USS	1 month<1yr Serv& 3 months>1Yr
ALC and Other Related	35	31	11	6 months full; 6 months half	Scale	Not Paid	USS	3 months
Secretarial Clerical	35	25-27	11	6 months full; 6 months half	Scale	1.5 Time 2 Time Sunday	USS+/LGS	1 month Employer max 12 weeks
Technical and Related	37	24-26	11	6 months full; 6 months half	Scale	1.5 Time 2 Time Sunday	USS+/LGS	1 month Employer max 12 weeks
Manual Staff	37^	24-27	11	6 months full; 6 months half	Grade	1.5 Time 2 Time Sunday	USS+/LGS	1 week Employer max 12 weeks

* For all categories of staff, 4 days annual leave must be applied to Christmas/New year closure, with the exception of essential staff who are required to work during this period, where local arrangements will remain in place.

+ From 2003 all entrants to USS

^ Reduced from 38 on 1 August 2005

Entitlements currently harmonized across current staff categories:

- sick pay
- [maternity leave and pay policy](#)
- [equal opportunities](#)
- [disability](#) policies
- [flexible working](#)
- [health & safety policy](#)
- [race equality policy](#)

Appendix 'H'

SECRETARIAL, CLERICAL AND RELATED STAFF CURRENTLY CONTRACTED TO WORK 37 HOURS PER WEEK

Although the vast majority of staff currently falling within the Secretarial, Clerical and Related Staff category are contracted to work on a 35 hour per week basis, less than 40 working mainly in supervisory roles in Residences and Catering Services or Estates Management, are contracted for 37 hours. Assuming such staff have been matched to the Administrative and Professional Services Job Family, from 1st August 2006, such staff will continue to contract for 37 hours and will receive the hourly rate (x37) applicable for the level within the new pay and grading structure to which their post has been allocated.

Between August 2006 and August 2009, in line with the phased reduction of working hours of other staff categories outlined in paragraph 5.7, the hours of these staff will reduce assuming operational requirements allow this. As this reduction is affected, such staff will receive the hourly rate for the level to which their post has been allocated x the number of hours they are contracted to work. If operational requirements dictate that a reduction in hours from 37 is not possible, even on a phased basis, then paragraph 5.8, will apply.

Assimilation and progression arrangements: John Anderson Campus Security Staff**SECURITY WARDEN**

From 1 August 2006, the pay scale for Security Wardens is £16,767 - £18,195. This includes historical consolidated allowances.

Following transfer to new structure: Evaluated grade is Grade 3. Salary is £13,207 - £15,133 (Plus 2 contribution points at £15,571 and £16,023)

In addition to Grade 3 salary, an allowance for 24/7 shifts to be added:-

Incremental point	Grade 3	Security Staff 24/7 allowance	Total Salary Package (no other allowances paid)
Point 1	£13,207	£3,302	£16,509
Point 2	£13,524	£3,381	£16,905
Point 3	£13,902	£3,476	£17,378
Point 4	£14,293	£3,573	£17,866
Point 5	£14,707	£3,677	£18,384
Point 6	£15,133	£3,783	£18,916
Contribution Point	£15,571	£3,893	£19,464
Contribution Point	£16,023	£4,006	£20,029

Assimilation policy applies: staff transfer to the total salary package point which is equal to or immediately above current rate. Following this, staff receive an incremental point each year until the top guaranteed incremental point (£18,916) is reached. Above this top guaranteed point, contribution points exist for recognition of contribution over and above the normal expectations of role performance.

SECURITY SENIOR WARDEN

From 1 August 2006, the pay scale for Security Senior Wardens is £18,570 - £19,719. This includes historical consolidated allowances.

Following transfer to new structure: Evaluated grade is Grade 4. Salary is £15,571 - £17,461 (Plus 2 contribution points at £17,978 and £18,517)

In addition to Grade 4 salary, an allowance for 24/7 shifts to be added:-

Incremental Point	Level 4	Security Staff 24/7 allowance	Total Salary Package (no other allowances paid)
Point 1	£15,571	£3,893	£19,464
Point 2	£16,023	£4,006	£20,029
Point 3	£16,488	£4,122	£20,610
Point 4	£16,967	£4,242	£21,209
Point 5	£17,461	£4,365	£21,826
Contribution point	£17,978	£4,495	£22,473
Contribution point	£18,517	£4,629	£23,146

Assimilation policy applies: staff transfer to the total salary package point which is equal to or immediately above current rate. Following this, staff receive an incremental point each year until the top incremental point (£21,826) is reached. Above this top guaranteed point, contribution points exist for recognition of contribution over and above the normal expectations of role performance.