

## **Version 6**

# **Draft Agreement on the implementation of the job evaluation scheme between Loughborough University and the local branches of the Association of University Teachers, Amicus and Unison**

**September 2005**

## **1. Introduction**

This agreement recognises the joint aims of the University and the three trades unions to introduce new pay and grading arrangements in line with the National Framework Agreement for the modernisation of pay structures agreed by the Universities and Colleges Employers Association (UCEA) and the trades unions in 2003. In particular it supports the achievement of equal pay for work of equal value, with the application of pay points to staff being transparent, consistent and fair. This is to be achieved through the grading of all posts based on the Hay job evaluation scheme as developed and adapted for use locally.

The local agreement on the implementation of the Memorandum of Understanding agreed nationally by the AUT and the UCEA in 2004 has also been taken into account.

## **2. New Salary Structure**

Based on information from the individual Hay evaluations undertaken up to April 2005, and a study of the role profiles produced at national level by the AUT, the University proposes that a 9 grade salary structure be introduced from 1 November 2005 (but see 5 below) as a replacement for all the existing salary scales. A copy of the proposed structure is attached. With the exception of the top grade, which is for professorial and equivalent staff, each grade has a main section and a contribution range.

## **3. Job families**

For the purpose of assigning roles to grades the University proposes that 7 job families are introduced. These are:

- Research and Teaching
- Research only
- Teaching and Scholarship
- Management and Specialist
- Administrative Services
- Technical Services
- Operational Services

A job family is a group of roles that are similar in character, where the role holders are engaged in broadly similar work, or have broadly similar objectives. It describes career groups at a number of different levels, reflecting differences in grades. All the families are underpinned by the same job evaluation methodology. Descriptions are general and may not explicitly describe a particular role. Employees will not necessarily carry out all of the

activities described at a particular level and some may carry out additional duties. The objective of the job matching process is to make the best possible match of individual jobs against the job family levels. There are unlikely to be many perfect matches, but it should be possible to identify a best match in the majority of cases.

In general terms existing staff groups will be matched to these families as follows:

Research and Teaching	Lecturers, Senior Lecturers, Readers and Professors
Research only	Research Staff
Teaching and Scholarship	Other Related Staff engaged in teaching Some Technical staff with significant instructional duties
Management and Specialist	ALC staff Other Related Staff not engaged in teaching Some senior Technical and Secretarial/Clerical Staff
Administrative Services	Secretarial/Clerical Staff Some Ancillary Staff
Technical Services	Technical Staff Some Ancillary Staff
Operational Services	Manual Staff Trades Staff Some Ancillary Staff

The allocation of a role to a family will be decided by the job matching process. A small number of roles may not fit in any family and will have their grades determined by the full Hay job evaluation process.

Each level in a job family will have a range of Hay point scores attached to it (as the levels themselves have been underpinned by the Hay methodology). Jobs previously scored through full evaluation will be assigned to a level in an appropriate family on the basis of that score.

Research and Teaching roles will not be subject to an individual job matching process but will be job matched globally to the new grades as follows:

Lecturer A	Grade 6
Lecturer B	Grade 7
Senior Lecturer and Reader	Grade 8
Professor	Grade 9

Research roles, other than Grade 1B, will also be matched globally as follows:

Research Grade 1A	Grade 6
Research Grade 2	Grade 7

Research Grade 3	Grade 8
Research Grade 4	Grade 9

#### **4. Appeals**

The annex to this agreement sets out the procedure for handling appeals and re-evaluations where a role has changed significantly since it was first evaluated.

#### **5. Salary arrangements upon transfer to the new structure**

After job matching or evaluation all employees will be placed within one of the grades in the new structure as follows:

- Where their salary point as at 31 October 2005 exists in the main section or contribution range of their new grade they will be placed in that grade at that salary point.
- Where their salary point as at 30 June 2005 is below the minimum point of their new grade they will be placed on that minimum point from 1 November 2005. They will also receive a lump sum payment that will be equal to the difference between their salaries for July to October 2005 and the monthly rate of the minimum of their new grade. (see *Green circling below*)
- Where their salary point as at 31 October 2005 is above the maximum of the contribution range of their new grade personal protection arrangements will apply for a period of four years from 1 July 2005. (see *Red circling below*)

#### **6. Memorandum of Understanding with the AUT**

The incremental progression of academic and related staff in post as at 30 June 2005 will reflect the locally agreed procedure for the implementation of the Memorandum of Understanding, as described in the email from the Registrar dated 23 April 2004.

Points 25 and 26 will be deleted from grade 6 to produce a starting salary of point 27 (£22774 per annum) with effect from 1 August 2006.

#### **7. Incremental progression from 2006**

Subject to being in post before 1<sup>st</sup> March in any year employees placed within a main section of a grade will be able to progress automatically to the maximum of that section by way of annual increments awarded on 1<sup>st</sup> August.

Progression into or through the contribution range is not automatic and will depend on decisions on individual cases taken by the appropriate reward review bodies. In consultation with the trade unions, the University will produce criteria to be used when rewarding contribution in time for the next annual reward review in the summer of 2006.

## **8. Research and Teaching Staff**

In recognition of the need to be competitive in the market for academic staff newly appointed probationary lecturers will normally start at point 33 (£27194 per annum) in Grade 6. Incremental progression during a normal probationary period will not be subject to the contribution threshold at point 35. Upon satisfactory completion of probation a lecturer will move to grade 7. In exceptional circumstances a probationary lecturer with relevant previous experience may be appointed directly into grade 7.

Promotion to grade 8 as a senior lecturer will continue to be based on meeting the criteria agreed by the Human Resources Committee. This arrangement acknowledges that these criteria reflect the higher levels of know how, performance and responsibility required under Hay for movement to a higher grade. On the same basis the procedures for the award of personal title of Professor will be unchanged.

As provided for in the University Statutes, Academic Staff status will apply to all members of the Research and Teaching job family and to Research Fellows and Senior Research Fellows. It will also apply on a personally protected basis to Lecturers and Senior Lecturers who have transferred to roles within the Teaching and Scholarship job family.

## **9. Academic Related posts**

Academic related posts will be found in grades 6,7,8 and 9 with Grade 6 being the expected career entry level for Management and Specialist posts. All posts at Grade 6 or above will have the conditions of service for academic and related staff. This will include employees who are not currently holders of academic related posts. The University will explore with USS the prospect of offering membership of USS to any such employees. Employees who wish to retain their membership of the Local Government Pension Scheme will be able to do so on a personal basis. All new recruits to posts at grade 6 or above will be offered membership of USS.

*All staff in Grades 6 and above will be members of General Assembly.*

Any current research or academic related staff who are placed in grade 5 or below will be able to retain their existing conditions of service on a personally protected basis for four years. Any existing membership of USS can be retained indefinitely.

## **10. Red circling**

This applies to employees whose roles are placed in a grade with a lower contribution range ceiling than their current salary level. In such cases the employees will benefit from both any nationally agreed pay award *and normal incremental progression* for 2005 and 2006. ~~and~~ They will then have their pay frozen at that cash amount until no later than 30 June 2009. If the pay awards in 2007 or 2008 raise the maximum point of the contribution zone for their new grade above their existing salary they will move to that point at that time. In the meantime efforts will be made, as provided for in the Framework Agreement, to develop their roles or transfer them to other posts at grades

which cover their salary point. From 1 July 2009 the salaries of employees who are still red circled will be reduced to the maximum point of the contribution zone for their grade.

*All parties to this protection agreement believe that it complies with Equal Pay legislation*

### **11. Green Circled Staff**

*Any green circled colleague who feels that their previous grading may have been a result of discrimination under Equal Pay legislation is invited to discuss the matter with Personnel and/or the relevant Trades Union.*

### **12. Attraction and Retention premia**

Supplements may be paid in specific cases where evidence demonstrates that the maximum point of a main section of a grade is inadequate to recruit or retain staff with skills that are in high demand. These supplements may be paid by placing individual(s) in the contribution range of their grade, or exceptionally, in a higher grade. The guidelines set out in the Framework Agreement will be taken into account when establishing procedures for the payment of these supplements.

### **13. Re-grading arrangements**

There will be an annual review exercise at which proposals for the re-grading of roles will be considered. In consultation with the trade unions, the University will draw up detailed arrangements in time for the first annual exercise in the summer of 2006.

ANNEX

## **RE-EVALUATION AND APPEALS PROCESS**

### **1. INTRODUCTION**

Whilst every effort has been made to understand jobs accurately and fairly, the University recognises that there will inevitably be a few individual employees or groups of employees who consider that their job has been incorrectly evaluated. Also, the content of some jobs will have changed since they were evaluated initially. These jobs will be considered under the re-evaluation procedures set out below.

### **2. RE-EVALUATION**

Individuals or groups whose jobs have changed significantly since the initial evaluation shall be given reasonable opportunity to discuss with their Head of Department, personnel adviser and trade union representative or a work colleague, the new grade for their role and where it would best fit into a job family. If, during discussions, it becomes apparent to all parties that the original paperwork omits details of significant new elements of the job, the paperwork shall be updated and the case shall be referred for

reconsideration. The individual or group will still have the right of appeal against the outcome of this re-evaluation.

### 3. APPEAL PROCESS

When a role has been evaluated or re-evaluated, either through matching to an appropriate level within a job family or through full evaluation, a corresponding grade will be attached to the role, as per the new grading structure agreed with campus trade unions.

All role holders have the right of appeal against this grading:

- i The individual or group must notify their Personnel Advisor in writing of their intention to appeal, normally within 4 calendar months of receipt of written confirmation of their new grading.
- ii The notification must state in writing the grounds of the appeal giving full and sufficient particulars to support the grounds of the appeal which will be that the roleholder/s can:
  - a) Demonstrate that their role is better described by a different level in the job family (or by a different family) from that to which their job has been allocated;  

OR
  - b) Show that one or more factors has been incorrectly decided. (This ground will only apply to roles that have not been placed within a job family.)  

OR
  - c) Identify a clear procedural irregularity in the way in which their role has been treated;
- iii All appeals received shall be dealt with as promptly as possible, with a target of arranging appeal meetings within one month of their receipt by Personnel Services.
- iv The case will be checked to ensure that the communicated outcome was not the result of an error, and, should this be the case then the error will be rectified, the individual/s informed and the appeal closed.
- v For all valid appeals Personnel Services will convene an appeals panel of 5 trained Hay evaluators, none of whom will have been involved in the original scoring/matching of the role. The panel shall include no more than 2 representatives from Personnel Services, 1

evaluator nominated by the relevant trade union, 1 other trade union nominated evaluator, plus 1 additional evaluator.

- vi The appeal panel shall receive the original submission and the appeal documentation for consideration.
- vii The Head of Department shall be invited to attend the appeal meeting, along with the appellant/s, who may bring with them a trade union representative or work colleague.
- viii The appellant/s shall be allowed time off with pay to attend the appeal meeting, as well as reasonable time off before the meeting to discuss their case with their representative.
- ix The Head of Department, appellant/s and their representative shall attend to discuss the role, to provide clarification and to answer any questions that the panel may have. After making these submissions the Head of Department, the appellant/s and their representative shall leave the meeting.
- x The appeal panel shall carefully consider all the evidence with which they have been presented. The panel will attempt to job match the role into the appropriate family. If there are any difficulties in doing so then a full Hay evaluation will be undertaken by the panel. If a consensus cannot be reached, there must be a 4/1 majority before the decision can be carried (the minority view shall be recorded), otherwise the panel will adjourn to request further information.
- xi The panel has the power to confirm the existing grade or to agree a new one.
- xii The decision of the appeal panel shall be final.
- xiii A written record of the decision shall be made and lodged with Personnel Services.
- xiv Normally, the appellant/s and Head of Department shall be notified of the outcome of the appeal meeting within 5 working days of the appeal meeting.
- xv Any subsequent change in grade shall be effective from the implementation date of the new pay and grading structure as agreed with the campus trade unions.