

FRAMEWORK AGREEMENT

LOCAL IMPLEMENTATION AGREEMENT – AUGUST 2006

1. Introduction

- 1.1. The purpose of this document is to record the agreement between the local trade unions (UCU, UNISON, Amicus, GMB) to implement that national framework agreement 2004 including the application of the job evaluation.

2. Background

- 2.1. The principles agreed nationally in *March* 2004 are set out in appendix 1 to this paper (the Framework Agreement). This agreement stems from the national agreement, hereinafter referred to as the “Framework Agreement”. Where not modified by local terms agreed in this document the Framework agreement will apply. In addition to the Framework Agreement, the University of Kent recognises that role of the memorandum of understanding and will apply the terms of this memorandum to the pay scales and salary progression of Academic and Academic Related Staff.

3. Scope of the Agreement

- 3.1. The university in full consultation with the locally recognised trade unions has adopted the HERA system of job evaluation system and has applied this system to the development of a grading structure that will apply to the following groups:

Academic staff other than Professors, Sessional Lecturers and Visiting Lecturers

Research staff other than Grade IV

Academic related staff other than those forming part of the current ALC 6 grade

Other Related staff up to grade 5

Clerical and Secretarial staff

Manual staff other than casual employees

Technicians

Computer operators

Staff currently graded as APT&C

Craft Grades

University of Kent Hospitality grades

4. Grading Structure

4.1. There will be 9 grades in the unified pay grading system covered by this grading system. Grade 1 will be the starting point of the structure and grade 9 will be ceiling.

4.2. The position of jobs within the unified grading system will be determined through job evaluation. The table below shows the job evaluation points ranges and boundaries that will apply to each grade.

<b>JE min Points</b>	<b>JE max Points</b>	<b>Grade</b>
		1
		2
		3
		4
		5
		6
		7
		8
		9

4.3. Roles that score points within the minimum and maximum ranges defined above will be graded accordingly.

5. Grading Process

- 5.1. The university has applied the HERA job evaluation process to an agreed sample of jobs which it has agreed with the joint union working party committee are representative of the posts occupied by University staff in the current grading systems. The results of these representative job evaluations will be applied to the remaining staff employed in the groups to determine the transition between the current separate grading systems and the university's unified grading system. Posts currently graded as equal with those selected in the sample will be deemed to have achieved the same score as posts evaluated in the HERA exercise.
  - 5.2. Future grading and re-grading processes will be carried out using the HERA process. Therefore newly established posts will be evaluated using the HERA model. Staff and managers who agree that a role should be submitted for re-evaluation will present their case using the template available on the university's job evaluation web site. The case will be assessed using the HERA methodology and the results presented to the appropriate grading and promotions panel for approval and implementation in the case of an existing role.
  - 5.3. In the case of a new or replacement role the process will be similar, however a Personnel Manager will review the recommendation of the Job Evaluation Panel before signing off the DB501.
6. Promotions and Discretionary Awards
- 6.1. The University has an established annual promotion cycle. The process generally recognises the achievements and performance of the individual and is not a measure of the value of the role. This process should not therefore be confused with the job evaluation process. The Job evaluation process applies to roles not individuals
  - 6.2. The promotions panels will continue to determine whether staff meet the criteria for promotion to another role, where such an opportunity is available.
  - 6.3. Promotion Panels will consider applications for discretionary awards using the existing criteria to measure the merit of cases presented to them. It should be noted that individuals may perform exceptionally in the role they hold but that this in itself may not be a justification for regrading or promotion to another role. Colleagues will be aware that job evaluation measures the role that individual is required to perform. Job evaluation is not a measure of personal performance. Nevertheless higher levels of personal performance may be recognised through discretionary pay awards or one off performance payments. This practice, where justified, will continue. Where a discretionary award is made, staff will be either accelerated along their non-discretionary element of the incremental scale

applicable to the grade in which their role sits or where appropriate awarded an appropriate discretionary increment. Discretionary increments are individual points and should not be considered as an extension to the service driven non-discretionary incremental scale. For the avoidance of doubt, an award of a discretionary payment does not automatically lead to further or future discretionary payments. Discretionary payments once made are normally retained.

- 6.4. The promotions panel will be advised, in cases where individuals, supported by their manager make a case for re-grading, by the results of the HERA evaluation. Appeals processes will remain largely unchanged. However where staff believe the results of the HERA evaluation of their post is incorrect they can appeal this part of the process via the JE appeals process. *(I can soon write one of these based upon the existing appeals process)*
- 6.5. Colleagues are invited to note the existing promotion criteria published on the Personnel Department web site. *(We should add the HERA analysis section to this process as I assume to successfully achieve regrade (not increment or discretion) the HERA analysis should indicate that the points are in the relevant range)*
- 6.6. Normally a member of staff appointed to a point on the scale will progress annually, in October each year, to the top of the non-discretionary element of that scale. Current rules determining eligibility will continue to apply.
- 6.7. Arrangements for progression between grades will remain where the grades concerned are currently linked. The following grades are currently linked for the purposes of progression: *list*

Current Grade link	New Grade link	
Lecturer A &D		
ALC 1&2		

7. Transition to the New Pay Spine

- 7.1. Staff will not lose pay as a result of migrating to the new pay spine. Individual staff salaries will be mapped to the new pay spine by moving to the corresponding rate on the pay spine which is the next nearest higher pay rate when compared to their position on their existing pay scale.
- 7.2. Where a role is rated at a lower indicative level than that of others in the same or a comparative pay position, the post holder(s) will retain a personal pay position. The individual will be “personally graded”. Where a personal grade is declared, pay protection will apply for a period of 4 years i.e. to 1<sup>st</sup> August 2010.
- 7.3. In cases of personal grading the University will re-examine the role to ensure that there has been no mistake in the evaluation of the post. Where the results are confirmed, the university will actively seek, in consultation with the individuals concerned, new employment which will match the personal skill levels of those involved.
- 7.4. Where a job is rated at a higher indicative level than that of others in the same or a comparative pay position in the current pay structure, the post holder(s) will be moved to the higher grade at the entry point level for that grade with effect from 1st August 2006.
- 7.5. Appendix *number* illustrates how the transition will occur the map shows how individual rates will move from the current grading system to the new salary spine and University of Kent unified grading pattern.

## 8. Career Pathways and Job Families

- 8.1. The following Career Pathways and Job Families will be retained. The terms and conditions that apply currently to job families will be determined by the grading structure position. Posts that are rated as equal will, whether in a different job family or not, share the terms and conditions that apply to the majority of posts in that grade. However the exception to this is the academic and academic related conditions that relate to working hours and holidays.

Academic

Research

Academic Related

Other Related?

Computer Operator

Technical

Clerical and Secretarial

Manual Skilled

University of Kent Hospitality Staff

Manual Staff other than Skilled and UKHS

- 8.2. Individual staff in these job families will retain the right remain in their existing pension scheme. However they may choose to transfer to another pension scheme that is applicable to the post's new grade

9. Allowances, flexitime and overtime payments

- 9.1. Some employees receive unsocial working hours and overtime payments. Where these are currently consolidated into the job rates they will be disaggregated and paid separately so that they do not become confused with the role value.
- 9.2. It is possible that will be regarded into a grade, where the majority of staff currently occupying that grade do not receive payments such as overtime etc. Individual placed in this position as a result of the job evaluation exercise 2006 will be personally graded for a period of 2 years. Their substantive rate of pay will be in line with the new post value. However their overtime rates and other allowances will be frozen for the period at the level enjoyed previously. At the end of the period of protection the additional payments will cease. In the case of future re-grading, the new value of the post, including terms and conditions, will apply from the date the regarding takes effect.
- 9.3. Flexitime working arrangements apply to some groups of staff, principally clerical and secretarial staff. It is possible that staff in these groups may occupy posts that if re-graded will not fall into the scope of existing flexible working arrangements. These arrangements, where they exist, support to the University's commitment to encouraging work life balance. *Flexitime is not a contractual right. Nevertheless where it exists and works well it is to be encouraged. Managers are therefore encouraged to continue and support flexible working arrangements that enable colleagues to balance work commitments with their commitments outside work, whether such arrangements are the norm or not.*

10 New Appointments to the Kent Unified Grading System

- 10.1. The University will in normal circumstances appoint staff to the lowest point on the pay spine appropriate to a particular grade. However where such an approach would be likely to produce an unattractive pay offer or fail to compete with the existing salary for the preferred candidate an appointment will be offered a higher level, to match or better the candidate's current salary, than the lowest point on the scale.
  
- 10.2. In certain areas it may be necessary to pay market supplements in addition to salary to attract and retain staff working in disciplines where there are shortages or there are higher levels of pay than those indicated by the UoK pay scales for a post of an equal or similar level. In such cases that University will adopt the best practice approach recommended by the EOC in setting an appropriate market supplement for individuals who it otherwise would be unlikely to recruit.