

## **Pay Adjustment Policy**

### **1. General**

- 1.1 During periods of re-organisation of services or pay modernisation there may be situations where rates of pay will change for individual members of staff. The purpose of a Pay Adjustment policy is to mitigate the consequences of this situation by providing a period of time during which pay remains stable allowing the individual to adjust to their new financial situation. This Policy sets out the level and timescales for this protection and the responsibilities of those involved in the process.
- 1.2 This procedure applies to all University staff.
- 1.3 This Pay Adjustment Policy will supersede any other agreement on pay adjustment. It is applicable to all staff during re-organisations of the University, and pay modernisation. It does not cover situations such as redeployment under the Capability procedure or the Sickness Absence Management Guidelines.
- 1.4 Details of the redeployment procedures relating to restructuring/re-organisation of the University can be found in the University's 'Policy for the maintenance of employment'. Further advice can be obtained from Human Resources.

### **2. Principles**

- 2.1 This policy establishes a period of adjustment for members of staff in circumstances where their grade and salary changes as a result of job evaluation or redeployment as an alternative to redundancy.
- 2.2 It gives members of staff whose post is graded at a lower level following job evaluation, or who are redeployed to a lower graded post as an alternative to redundancy, the option to receive additional help and support from the University during the period of pay adjustment, to assist them in securing a post at the grade they were originally paid on, thus avoiding a drop in salary. (There can, however, be no guarantee that a suitable post will become available).
- 2.3 It provides for equitable treatment of all staff in accordance with clear procedures.
- 2.4 It supports the principle of equal pay for work of equal value by correcting errors in the grading of posts (or allowing adjustment to a differently graded post) over a fixed period of time.

### 3. Definitions

- 3.1 **Green circling** is a mechanism to increase the pay of an individual whose current substantive salary (“current pay”) is lower than the pay range for the grade of his/her job (“pay for grade”), to bring him/her up to the level of pay for the grade.
- 3.2 **Red circling** is the process of protecting the pay of an individual whose current pay is higher than pay for grade, to enable him/her to be paid above the upper limits of the new grade for a defined period.

### 4. Responsibilities and rights

#### 4.1 Members of staff

- (i) May lodge an appeal against the grade of their post in accordance with the HERA Job Evaluation Appeals Procedure. However, the period of pay adjustment will apply from the date the grade is applied to the post. The University will endeavour to hold any appeal as quickly as possible in accordance with the Job Evaluation Appeals procedure. If an appeal is successful then any grade change agreed by the Appeal Panel will be applied with immediate effect. The individual will move onto the agreed grade and pay adjustment will cease.
- (ii) May seek guidance from Human Resources, their manager or a trade union representative on the application of this policy.
- (iii) Will, where applicable, receive pay adjustment from the date agreed for implementation of the new grading structure under the Framework Agreement (pay modernisation).
- (iv) Will, in cases of red-circling, be entitled to receive support and development from the University to assist them in securing a higher graded post. Members of staff must make Human Resources and their Manager aware of whether or not they wish to receive such support. Individuals should be mindful of the resource issues of providing this facility, and are expected to keep Human Resources up to date of their situation regarding redeployment. Members of staff should be aware that if they choose to opt out of this process they **would not** normally be allowed to opt back in at a later date.
- (v) Will receive the same period of pay adjustment whether or not they have sought support to help them gain a higher graded post.

## **4.2 Managers**

Managers are responsible for:

- (i) Ensuring that all members of staff are graded correctly by providing accurate, timely and relevant information about the job requirements of individual roles.
- (ii) Ensuring that work is carried out by appropriately graded staff.
- (iii) Holding review meetings (in addition to Appraisal meetings) with any member of staff covered by this policy who has stated that they wish to develop and move to a higher graded post.
- (iv) Ensuring that any member of staff covered by this policy who applies for a vacant post in their area is interviewed for that post, provided s/he meets the essential criteria.
- (v) Allowing reasonable time for identified development opportunities to take place for a member of staff covered by this policy (where applicable).
- (vi) considering whether the role of a member of staff covered by this policy can be enhanced so that the grade can be reviewed.

## **4.3 Human Resources**

Staff in Human Resources are responsible for:

- (i) Meeting with members of staff who are going to be subject to this policy, in conjunction with the manager, to discuss how the policy will affect them, and give any advice required.
- (ii) Maintaining a redeployment list and ensuring that members of staff who are red-circled and who wish to apply for higher graded posts receive details of such posts across the University.
- (iii) Reviewing staff who have been red-circled and if, over a period of six months, an individual has not been participating in identified development opportunities, or has not applied for higher graded posts that have been advertised, meeting with the member of staff and, if appropriate, removing him/her from the redeployment list.
- (iv) Ensuring that a member of staff who has been red-circled and put on the redeployment list, and who meets the essential criteria for a vacancy, is short-listed for interview normally before an external advertisement is placed.

## 5. Pay Adjustment Processes

### (a) Green-circling

- 5.1 Where a member of staff's current pay is lower than pay for grade, s/he will normally be promoted to the appropriate grade and will be paid at the bottom of the pay range for that grade. However, where the resulting increase in pay exceeds 10%, that increase may be phased over two years, at the University's discretion.
- 5.2 As an alternative to green-circling, by agreement between the individual and his/her manager:
- i. the responsibilities of the post can be reduced such that the grading of the post is reduced; or
  - ii. the individual can be moved to a post at the lower grade.

### (b) Red Circling

- 5.3 Where a member of staff's current pay is higher than pay for grade, the individual will have his/her pay protected in accordance with the procedure detailed in 5.5 below, for a period of up to 4 years.
- 5.4 The protection will apply to the basic contractual salary of the individual and, in cases of a reduction in grade following job evaluation, any additional contractual payments, such as conditional overtime.
- 5.5 The **pay adjustment procedure** in cases of red-circling is as follows:
- (i) The individual will be placed on the top point of the appropriate scale that can be reached through incremental progression.
  - (ii) The difference between their new salary point and their current salary will be paid to them as a pay adjustment supplement for up to four years from the date the new grade is implemented.
  - (iii) The member of staff will receive cost of living awards on his/her old salary for the first two years of the adjustment period.
  - (iv) The third year of pay adjustment will be on a mark-time basis, and no cost of living award will be paid.
  - (v) The fourth year of pay adjustment will be on a mark-time basis, and no cost of living award will be paid.
  - (vi) During the period of pay adjustment the individual can take part in

any scheme to award contribution increments or bonuses.

- (vii) At the end of the four-year period the individual will be placed on the salary point s/he was originally assigned to at the beginning of the pay adjustment period, and the pay adjustment supplement will cease.
- (viii) If the individual obtains a post at a higher grade during the period of pay adjustment, s/he will be placed on the appropriate scale at the nearest point to the protected salary, within the non-discretionary band. Pay Adjustment will cease and the individual will be entitled to any further progression through the grade in the normal way.

## **6. Review Period**

- 6.1 This policy should be reviewed in response to relevant statutory changes, or changes in University procedures or structures. A review will normally be undertaken within 3 years of the policy being in operation.