



LEEDS  
BECKETT  
UNIVERSITY

# Pay Policy

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# **PAY POLICY**

## **POLICY STATEMENT**

### **1. Purpose and Core Principles**

- 1.1 This policy sets out the arrangements for salary and related allowances paid to staff at Leeds Beckett University (hereafter the University).

### **2. Scope**

- 2.1 The policy details the arrangements for the determination of salary, how salary levels are arrived at and the method of pay progression for all staff in Grades 1 to 11.

### **3. Responsibility**

- 3.1 HR Planning and Reward has responsibility for ensuring that this policy is kept up to date and relevant.

### **4. Review**

- 4.1 This policy will be monitored and amended in light of legislative changes and organisational requirements as appropriate.

## **PROCEDURE**

### **1. Principles Underpinning Pay and Reward**

1.1 A number of policies underpin the way in which the University deals with pay and reward of its staff:

- the adoption of the 51 point salary spine agreed nationally.
- the application of common gradings across all groups.
- the allocation of staff to the pay and grading structure on the basis of job evaluation which enables transparent, consistent and fair judgements to be made.
- the University is committed to the principle of equal opportunity in employment and will ensure that all staff receive equal pay for work of equal value, for work rated as equivalent and for the same or broadly similar work.

### **2. Determination of Pay**

2.1 The University operates a single grading structure for all staff based on a nationally agreed salary spine. The grade of all posts is determined through use of the HERA job evaluation scheme.

### **3. Pay Reviews**

3.1 A general review of pay rates for staff in Grades 1 to 9 is undertaken annually in collaboration with the Trade Unions and approved by the Governors. Any agreed increase is normally paid with effect from 1 August of that year.

3.2 The pay rates for staff in Grades 10/11 are determined locally, with any adjustments being made with effect from 1 September of that year.

### **4. Salary on Appointment**

4.1 On appointment, staff will normally be placed on the first point of the substantive grade for the post. Recruiting managers, in conjunction with their HR Business Partner, will be able to offer up to one increment higher, if justified by the experience or current salary of the individual being appointed. Any offers of salary in excess of this would require the prior approval of the Director of Human Resources or nominee.

4.2 Staff appointed to a new or additional post (part-time staff) which is the same type and grade should be placed on the same incremental point as the existing post provided that it is not within the Contribution Zone.

4.3 Staff appointed to Part-Time Lecturing roles who were previously employed in a more senior academic role at our University within the preceding six months will be placed at the top point of Grade 6 (point 35) in recognition of their previous experience.

## **5 Salary on Promotion**

- 5.1 On promotion staff should normally be placed on the first incremental point of the grade relevant to the post. Where promotion is to the next grade up and overlaps with the individual's existing salary it is appropriate to offer additional remuneration to ensure that the individual is better off as a result of their promotion.
- 5.2 These arrangements apply equally to secondments to posts at a higher grade.
- 5.3 Any promotions which arise from the Promotion & Regrading Procedure will be backdated to the first of the month following the date that the claim was originally submitted.

## **6 Pay Progression**

- 6.1 In addition to the annual pay award (agreed nationally for grades 1 to 9), increases in salary may also take place through incremental progression. The normal expectation is that pay will progress through the grade (for grades 1 to 9) at the rate of one increment annually up to the Contribution Threshold. There will be no automatic, service-related progression beyond this point and entry into the Contribution Zone will only be available to staff who meet the criteria set out in the Contribution Reward Scheme.
- 6.2 Incremental progression for staff on Grades 1 to 9 takes place with effect from 1 September each year provided that there has been six months' service in the post. If this is not the case because the appointment was after 1 March, progression will take place six months from the date of appointment, with subsequent progression from 1 September. Automatic increments do not apply to Grades 10/11 (including Professorial Bands 1 & 2) unless it is an existing contractual entitlement.
- 6.3 In exceptional circumstances, the University reserves the right to withhold incremental progression for a member of staff where concerns have been expressed with respect to aspects of the employee's performance or conduct. In such circumstances it would be expected that the individual had been subject to the application of appropriate, established procedures.
- 6.4 Appointments on Grades 10/11 (including Professorial Bands 1 & 2) are to a personal 'spot' salary and any change is entirely at the discretion of the University. There will be an annual review of this personal salary by a Pay Review Panel which will be a sub-group of the University's Executive Team (UET). Staff will be notified of the outcome each year. Any increases that are awarded through this process will normally be effective from 1 September. In addition, the annual pay award will normally be applied except where expectations of the role are not being met.

## **7 Market Supplements**

- 7.1 It is the University's intention to attract and retain staff through the adoption of a median market pay strategy. Basic salary levels are set according to the evaluated grade for a post. Occasionally such grade based salaries are insufficient to attract or retain staff. This is usually market driven and can change

over time. In these cases it may be appropriate to pay a market supplement in addition to the salary.

- 7.2 Any market premia will be applied only where there is market based evidence to justify such action, with the value being determined by the difference between the basic rate of pay for the post and the market rate as determined by evidence from appropriate market sources. The use of all such market supplements will be reviewed annually in line with the market rate.

## **8 Contribution Pay**

- 8.1 Staff on Grades 1 to 9 who have demonstrated high levels of achievement and contribution during the course of the year may be eligible for a Contribution Reward. The Contribution Reward Scheme recognises and rewards exceptional performance on either an individual or team basis.
- 8.2 Recommendations by line managers and applications by individuals will be submitted to a review panel which will determine whether an award should be made. Awards under the Scheme would include accelerated incremental progression and ad hoc bonus payments.

## **9 Promotion and Regrading Procedure**

- 9.1 The normal route for progressing onto a higher grade is through an application process for vacancies at a higher grade, internal promotion rounds which may take place from time to time and management led regradings as a result of organisational change.
- 9.2 However, all staff up to Grade 8 that have been in post for 12 months that do not consider their grade to appropriately reflect the size of their job can apply for regrading. The process for making an application is set out in the Promotion and Regrading Procedure.
- 9.3 There is also an expectation that Lecturers at Grade 7 will be promoted to Senior Lecturer positions at Grade 8 after they have met certain criteria. The process for progression is set out in the Promotion and Regarding Procedure.

## **10 Payments and Calculation**

- 10.1 Salaries for all staff will be made by means of monthly credit transfers. Payment covers the whole calendar month and is made partly in advance and partly in arrears - Support Staff receive their salary payments on or before the 16<sup>th</sup> of the month and Academic Staff and staff on Grade 10 and above are paid on or before the 26<sup>th</sup> of the month.
- 10.2 A day's pay is calculated on the basis of one-three hundred and sixty-fifth of annual salary.

## 11 Related Policies and Documentation

For further information, please refer to the following Leeds Beckett web pages:

- HR Policies and Procedures
- Employment Terms and Conditions – Pay and Reward
- Pay and Reward

These web pages include the following documents that relate to this policy –

- Equal Pay Policy
- Pay Structure
- Promotion and Regrading Procedure
- Contribution Reward Scheme
- Market Pay Procedure

*Updated August 2017*