



## Guidance Notes on Pay Awards and Incremental Progression

### 1. Purpose

The purpose of this guidance is to provide clarity on University practice regarding Pay Awards and Incremental Progression.

### 2. Scope

This guidance applies to staff paid on the University's pay scales (please refer to the University staff.net pages for current salary pay scales).

#### Exclusions

##### Pay Awards

Pay Awards will not apply to employees who receive the London Living Wage.

##### Incremental Progression

Exclusions to annual incremental progression being awarded on 1 August are as follows:

- a) In accordance with the University's *Procedure for Leave of Absence – Unpaid*, incremental progression will not be awarded where a staff member has had one year's unpaid leave.
- b) If the staff member's start date of employment (or effective date of promotion or regrading) falls on or after 1 February they will not be eligible for incremental progression that year but on 1 August the following calendar year. On re-grading to a higher grade, or transfer to a higher graded post, staff should normally receive the benefit of at least one additional increment above their previous salary.
- c) Incremental progression stops when the staff member reaches the maximum incremental point of the salary band in which they are paid (with the exception of the automatic progression rule for Lecturer to Senior Lecturer salary bands as outlined in section 5).

### 3. Pay Award

The University is a member of the University and Colleges Employer Association (UCEA), which negotiates with Higher Education trades unions regarding pay and related issues. Agreed pay awards will normally be applied effective from 1 August on an annual basis.

#### 4. Incremental Progression

- a) All members of staff paid on the University's pay scales (noting the exclusions detailed in section 2) will normally progress one incremental point annually on 1 August until they reach the maximum incremental point within their salary band. Exceptions to this may need to be made in accordance with the needs of the University and dependent on the individual circumstances.
- b) All new staff are normally appointed on the starting point of the applicable salary band, however there may be exceptional circumstances where the Faculty/ Service considers that appointment at a higher salary point could be justified. Such a request would be subject to the authorisation of the Senior Management Team.
- c) Where an employee reverts to a substantive post following the end of a fixed-term contract, the salary for the substantive post will normally be determined by taking into account annual incremental progression that would have been applied to their substantive post during the period in which they were engaged in the fixed-term post. Please refer to the following example. A staff member paid on Band I, point 35 as at 1 August 2014, was appointed to a fixed-term contract, which is paid on Band K and will end on 31 July 2016. On 1 August 2016 the employee would revert to their substantive post and their substantive salary. Determining the salary will take into account the incremental progression the employee would normally have expected to receive in their substantive post during the period in which they were engaged in the fixed-term post. In this example therefore, it would normally be expected that on 1 August 2016, the employee would revert to Band I, point 37).

#### 5. Roles and Responsibilities

All employees are responsible for noting the scope and exemptions of the Guidance notes.

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