

Pay Scale Increments and Annual Review Policy Statement

All remuneration reviews and any resulting increases are subject to performance, and affordability in terms of the College's financial position.

Annual Pay Award

Pay awards are normally a % increase applied to the grading scale, based on cost of living. Any increases due will be effective from 1st August, unless otherwise stated /or detailed in your contract of employment.

Grade 1-8, pay awards are negotiated annually, are nationally agreed and will be subject to the terms detailed in an individual's Contract of Employment.

Each year national level talks are held under the New Joint Negotiating Committee for Higher Education Staff (New JNCHES) which form the basis of the annual pay review. Members of New JNCHES are the Universities and Colleges Employers Association (UCEA) for the Higher Education (HE) employers and the following HE unions: EIS, Unison, GMB, Unite and UCU.

Grade 9 pay reviews are not covered by the national agreement and are determined by The College's Senior Staff Remuneration Committee (SSRC).

Pay Scale Increments

The College assesses the content of roles using the HERA (Higher Education Role Analysis) Job Evaluation scheme in order to assign a grade. The scheme provides support and guidance on the creation of new roles, and the review of existing roles. For Grades 1-8, dependent on an individual's terms and conditions of employment, staff will be aligned onto the grading system when they join the College according to HERA job role categorisation.

Each grade will have a number of spinal points. Unless advised otherwise, each year (normally 1st August), an individual will increase up the spinal points within the grade until they reach to the top of the grade. **New starters** will normally commence on the lowest spinal point of the grade on joining. Staff commencing after 1st February in a given year will remain on that spinal point until the incremental review date (normal 1st August) the following year (i.e.) a maximum of 18 months in total. *For example, for an employee commencing on 25th March 2020, their next increment will be 1st August 2021.*

Increment reviews for **Contract Researchers** will take place on the anniversary of their commencement of employment, unless otherwise stated. Contract Researchers changing to a non-contract researcher role, will align any future increment review to 1st August. Those changing role after 1st February in a given year will remain on that spinal point until the increment review date (normally 1st August) the following year (i.e.) a maximum of 18 months in total.

Increment reviews arising from the job regrades managed by the **HERA** panel will be:

- If the effective date of the change to grade is within 3 months of the employee's normal incremental increase date, the employee will **NOT** receive an incremental increase in that year.
- If the effective date of the change in grade is outside this 3-month period, then the normal contractual increment increase will be effective.

The increment date for **staff changing jobs with no grade or spinal point change**, will remain the same as it would have been had the staff member not changed jobs.

Staff promotions are normally managed through the appropriate Management Panels governed by formal processes and terms of reference (panels such as Academic Probation and Promotion Panel (APPP) and Senior Academic Promotion Panel (SAPP)). Staff promoted onto a new grade (or spinal point within grade) will normally receive an increase from the date of the panel meeting.

For promotion within grades 1-8, the next grade spine point increment following the promotion will normally be:

- Promotions from August to January - in the following August
- Promotions from February to July - the August the year afterwards (i.e.) a maximum of 18 months in total.

Any queries not covered above, should be referred to HR for advice. hr@rvc.ac.uk