Guidance on starting salaries

General principles

The grade of jobs at the University are determined by job evaluation, and each grade has a range of normal and contribution points associated with it. The normal expectation is that staff appointed or promoted to a grade will be placed on the lowest point of the normal range of that grade (the grade minimum). Note job evaluation determines grade, but not position within grade.

The range of normal points within a grade recognises the skills and experience gained by a postholder over time spent in a role, which therefore enables a greater level of contribution from the postholder; the contribution points of a grade recognise exceptional performance over and above the normal expectations of the role, within a role that remains evaluated at that grade.

Appointing to a point above the grade minimum

Internal candidates

Where an internal candidate is appointed to a new post at the same grade as their existing post, the normal expectation is that they will remain at the same salary, and retain the same date for their next increment, if they are below the maximum of the normal range. If they are appointed to a higher grade, the expectation is that they will be placed on the new grade minimum, unless this is lower than or equal to their existing salary, in which case they will be placed on the lowest point that exceeds their existing salary, provided this is within the normal range of the new grade.

Consideration should be given to whether this new salary reflects the skills and experience that the postholder will bring to the role.

A salary in excess of the above must only be offered to the candidate in agreement with the relevant HR Partner.

External candidates

When appointing an external candidate, consideration may be given to the candidate’s existing salary (where this can be confirmed by documentary evidence or a reference from the existing employer). However, this alone will not justify appointing to a salary above the grade minimum.

Any higher salary considered must be consistent with the enhanced level of skills and knowledge that the candidate will bring to the role, over and above the level that would be expected of someone appointed to the grade minimum. In this case, a higher starting salary may be justified.

Market rate is not justification for paying above the grade minimum. The University has an established market pay policy and this should be used to address the discrepancy between the market rate and the appointed salary where necessary, in accordance with the policy.

Any recommendation to appoint to a starting salary above the grade minimum must be only be made in agreement with the relevant HR Partner before it is offered to the candidate.
The contribution range

The contribution range of each grade is not available for new appointments. Contribution increments are reserved for those staff who, on a sustained basis, over-achieve against requirements and objectives.

Starting salaries for professors

Salaries for professors are determined according to the band in the Professorial Pay and Review Framework. Band will be determined as part of the appointment process, and there are established processes from promotion between bands which will determine the salary point.

On appointment, the same principles as for Grades 1 to 9 will apply for professors in Bands 1 to 3: the expectation will be that professors will be placed on the first point of their band, unless their skills and experience merit a position higher in the band. The point in the band will be agreed with the HR Partner as part of the appointment process.

Monitoring

The use of salaries above the grade minimum will be included in equal pay analysis.

Related policies and guidance

This guidance should be read in conjunction with

- Promotion guidance
- Recruitment and retention pay policy
- Job evaluation guidance
- Professorial Pay and Review Framework
- Contribution pay guidelines

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