Guidance – Salary Levels for New Appointments

General
The University recognises the need to ensure equity and consistency in determining starting salaries for all staff. This is important not only to fulfill the legal requirements of current equal pay legislation, but also to ensure fairness for both new employees and existing staff across the University. The guidance below sets out a range of steps and requirements which need to be followed in order to ensure equity and consistency are achieved.

New appointees
- All intended salary offers must be discussed with a Recruitment Officer (RO) before an offer is made, as any verbal offer will constitute a formal contractual obligation (see also Grade 11 salaries below).
- Normally new appointments will be made at the start of the salary scale upon which the appointment has been advertised.
- It is possible to appoint part-way up a scale (up to the third point), but reasons for so doing must be discussed with an RO before an offer is made.

Internal appointments
- Existing staff members appointed to a different post at the same grade will retain their current salary and incremental progression.
- Existing staff members appointed to a different post at a higher grade will normally receive at least one incremental point more than their current salary level.

Secondments
- The salary arrangements for appointees to secondment arrangements are as for internal appointees.
- On completion of a secondment (and return to their substantive post), the secondee’s salary will revert to what it would have been had the employee not been on secondment.

Funding of posts
- The guidance set out in this document applies to both internally and externally funded posts.
- The availability of funding in a grant will not normally be viewed as overriding justification for placing a member of staff at a higher or lower point on the designated grade.

Grade 11 salaries
- Appointment salaries for all Professorial posts are as agreed by the Vice-Chancellor.
- Appointment salaries for Grade 11 posts in the Professional Services areas are as agreed by the Registrar and Secretary in consultation with the Recruitment Manager/Officer.

Discretionary points
- The discretionary ranges at the top of salary scales are normally only used to recruit to posts where there is a known shortage of candidates, and with the prior agreement of the RO.
- When the range is used then appointments are made on a fixed salary basis.

Exceptional circumstances
There may be situations where it is appropriate for a higher salary than normal to be agreed in recognition that an individual brings relevant attributes, experience, knowledge and / or skills that exceptional and beyond the essential criteria of the post. Other factors that may influence the starting salary are external market factors, the successful candidate’s current salary and the salaries of existing members of the University staff in similar roles. However it cannot be assumed that the University will necessarily match or exceed a candidate’s current salary. If the candidate’s current salary level is a factor in the offer being made outside of this guidance, then the Recruitment Team may request evidence of their current salary.

If a salary cannot be agreed within the parameters of this guidance note, then an outline of the justification for the proposed salary from the Head of Department/School/Section should be forwarded to the Deputy Director of Human Resources who will seek to reach agreement on this matter. In
exceptional circumstances where agreement cannot be reached the matter will be discussed with the
Director of Human Resources, and if necessary escalated to the Registrar for all Professional
Services posts and the Faculty PVC for Faculty posts (below Professorial level) for a final decision.

All queries on the above guidance should be directed to Jo Goodwin - Recruitment Manager.

Human Resources
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