

STARTING SALARIES POLICY

Human Resources Service

NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

POLICY SCHEDULE	
Policy title	Starting Salaries Policy
Policy owner	Human Resources Service
Policy lead contact	Human Resources Service
Approving body	Employment Policy Committee
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Related Guidelines, Procedures, Codes of Practice etc.	
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2. Introduction

- 2.1 The University policy on determining starting salaries both for existing employees in a new role and also those new to UoC is to appoint to the first point (ie grade minimum) of the job evaluated grade, unless there are exceptional and good reasons for appointing to a higher point within the grade.

3. Aims and Objectives

- 3.1 The policy is intended to:
- ensure the principle of equal pay and so eliminate any potential discrimination
 - to help the institution manage its staffing costs and so ensure ongoing sustainability.

4. Scope

- 4.1 This policy applies to all UoC employees – new and existing – paid on the University’s main pay and grading structure.
- 4.2 It does not apply to employees in Corporate Leadership roles for whom separate arrangements apply.

5. Definitions/Authorities

To RECOMMEND* a starting salary above the grade minimum	To APPROVE a starting salary above the grade minimum
Chair of interview panel or Head of Service / Executive Dean where the chair of the panel reports through to the Head of Service / Executive Dean *Note any recommendation MUST NOT be discussed with the potential candidate. Only when it is confirmed by the HR Business Partner that a higher starting salary will be offered, can this be conveyed to the individual.	HR Business Partner in discussion with the Chair of interview panel and/or Head of Service / Executive Dean / SMT member as appropriate.

6. Policy Principles

- 6.1 The starting salary offered to the successful candidate will be the lowest of the job evaluated grade other than in exceptional circumstances. These exceptional circumstances will normally only apply where the successful candidate does not accept the salary offered and challenges for a higher salary or where an internal appointment to the same grade is made in which case there will normally be no change to the salary level. In order to be considered for a higher salary of the job evaluated grade, the successful candidate will need to demonstrate:
- They have previous enhanced skills, experience and qualifications which are directly relevant to the role and provide added value to the University which justifies appointment on an exceptional basis to a higher salary within the grade

- 6.2 Any proposal to use a starting salary above the grade minimum will normally other than in exceptional circumstances only be made at the time an appointment is made (and not retrospectively after appointment).
- 6.3 Job adverts will normally, only show the lowest point of the grade with reference to incremental progression and a grade maximum.
- 6.4 Where recruitment to a post may prove difficult, then the University's policy on Market Supplements may exceptionally be considered.

7. Equality, Diversion and Inclusion (with particular reference to reasonable adjustments for disabilities) and Equality Impact Assessment Statements

- 7.1 The Equality Act 2010 harmonises, and in some cases, extends discrimination law covering the "protected characteristics" of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation. It addresses the impact of recent case law and the ban of "disabled by association" is extended to all protected characteristics. The University has developed a Single Equality Scheme to implement the Equality Act within the University practices and procedures. This can be found at:
<http://www.cumbria.ac.uk/Public/LISS/Documents/Equality/uocSingleEqualityAndDiversityScheme.pdf>
- 7.2 Within the Equality Act it remains permissible to treat a disabled person more favourably than a non-disabled person. It remains lawful to make reasonable adjustments in relation to employment, education and services to ensure that there is true equality of opportunity for disabled people, namely:
- Where a manager believes that an employee may be disabled within the meaning of the Act or may nonetheless need additional support, advice must be sought from their assigned member of the Human Resources Service before any action is taken.
- 7.3 This Equality Scheme and its implementation will be monitored in line with relevant legislation for its impact on different equality groups. This process will provide a check on whether there are any differences and allow the University to assess whether these differences have an adverse impact on any particular group such that appropriate action is taken.
- 7.4 These are important issues and further information should be sought from the University's LISS Manager (Equality, Diversity & Inclusion Policy) as required.

8. Records Management Statement

- 8.1 The records associated with this policy are controlled by the Human Resources Service and will be created, stored and disposed of in line with the University's Records Management guidelines and procedures.
- 8.2 The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

- 8.3 The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

9. Risk Management Statement

- 9.1 Failure to comply with this policy could lead to breaches in employment legislation and may give rise to claims against the University.

10. Roles and Responsibilities

- 10.1 It is the responsibility of the HR Service and the HR Business Partner to ensure:
- the policy is implemented in a fair and consistent manner
 - any exceptions to the normal policy are justifiable
 - the policy implementation is monitored to ensure fairness, consistency and monitor expectations.
- 10.2 It is the responsibility of Chairs of Selection Panels/Heads of Service/Executive Deans/SMT members to:
- ensure they know and understand the policy, and
 - as such do not enter into any individual discussion/negotiations about starting salary with a new appointee
 - they only request exceptions to be made where there is just and valid reason in line with the exceptions criteria.
- 10.3 It is the responsibility of line managers to:
- know and understand the policy
 - not to enter into discussions on salary with individuals other than to restate the University policy.

11. Contact Details

- 11.1 For procedures to be followed in relation to this policy please consult the Procedural Guidelines in the next section.

To access related HR policies and procedures, please look at the HR Policies Handbook on the University website.

If you require further guidance or information or require this document in another format (eg CD, audio cassette, Braille or large type), please contact the relevant member of the Human Resources Service. Contact details can be found on the University's website

**UNIVERSITY OF CUMBRIA
POLICY DOCUMENT CONTROL SCHEDULE**

All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover) and Review Schedule and (see below) which should be completed as appropriate.

REVIEW SCHEDULE				
Version no.	Review interval	Reviewed by	Approved by	Date of Approval
11/12/2009	2010/2011	HR	EPC	October 2009
30/09/2010	2010/2011	Cosmetic Changes		
V01 - 160811	2010/2011	Cosmetic Changes	CAB	August 2011
V02 - 010812	2014/2015	Nicky Allen	EPC/JNCC	14 June 2012

B. Procedural Guidelines

The expectation is that the following procedural guidelines will apply. However, on occasions, and for exceptional / other good reasons, there may be the need to vary the procedures to suit individual cases / circumstances, and accordingly the University reserves the right to amend the procedures. The University will consult with the recognised union(s) regarding any proposal to vary the procedure.

1. The University normally advertises posts at the salary minimum and the salary offer made to new starters will be at the advertised salary, ie the minimum salary within the grade. Please note that starting salaries are NOT subject to individual negotiations. Where the individual does not accept the bottom of the grade and challenges for a higher starting point, then this will be referred to the Chair of the panel and the relevant HR Business Partner. Only where an exception as outlined in the Policy document applies, will a higher starting salary be considered.
2. Where an internal appointment is made on the same grade, the salary offered will normally be at the current salary level. This includes hourly paid academic staff who due to their length of service with the University have qualified for an increment.

Note any recommendation **MUST NOT** be discussed with the potential candidate. Only when it is confirmed by the HR Business Partner that a higher starting salary will be offered, can this be conveyed to the individual.