

UNIVERSITY OF ABERDEEN

PAY POLICY

1. Introduction

1.1 This Policy details arrangements pertaining to pay which support the University's commitment to the principle of equal pay for work of equal value whilst ensuring the University remains competitive in recruiting and retaining staff. This links into the University's commitments regarding equality, diversity and inclusion as set out in Aberdeen 2040.

2. Scope

2.1 The Policy applies to all staff employed by the University of Aberdeen. The principles outlined in this policy relate to both internally and externally funded posts. The level of funding available in a grant will not be viewed as the sole justification for placing a member of staff at a higher incremental point on the designated grade.

3. Salary on appointment to the University

- for posts up to and including Grade 9

3.1 Salary offers must be made within standard incremental points of the grade at which the role has been evaluated using the Higher Education Role Analysis (HERA) or National Academic Role Profiles (NARPs) job evaluation systems and within the advertised salary range. For staff employed on Clinical Terms and Conditions, appointment must be made using the Clinical Salary Scales.

3.2 To ensure equity and consistency, new staff should normally be appointed on the first spinal point of the grade for the post, reflecting that while they have demonstrated competence for the role, they will take time to gain experience in performing their role in full. For Clinical Staff, appointment should be in accordance with the Clinical Salary Scale, designed to ensure pay parity with the NHS, therefore defined by clinical experience.

3.3 Appointment to a spinal point beyond the first point must be objectively justified (refer to paragraph 3.5 for further detail) and agreed with the Head of School/Director (or their specifically authorised deputy) who will liaise with the HR Adviser/Partner for their area.

3.4 The contribution-related points at the top of each grade should not be used for a starting salary unless there are exceptional circumstances. In such cases authorisation must be sought from the Head of HR before confirming a salary offer with a prospective employee.

3.5 Justifications may include, but are not limited to:

(i) the candidate is in receipt of a salary/benefits package in excess of the value of the package on offer. However, a higher current salary must not be the sole factor in justifying a salary offer above the first spinal point of the grade. There must be sufficient evidence obtained during the recruitment and selection process to demonstrate that the candidate's skills and knowledge, relevant to the role for which they are being considered, merit the offer of a higher spinal point as the starting salary;

(ii) the candidate demonstrates a significant amount of relevant experience, knowledge and skills that are beyond the essential criteria for the role which is likely to result in them being able to fulfil the requirements of the role more quickly than expected or be able to undertake

additional duties (within the grade of the post) than advertised. Length of service should not be the sole factor used to justify a salary offer above the minimum spinal point – there must be sufficient evidence obtained during the recruitment and selection process to demonstrate the candidate's skills and knowledge merit the higher pay point.

(iii) It is acknowledged that for some roles, there are circumstances, explicitly due to labour market conditions where the salary offer to be made will have to be at the top end of the spinal point range in order to attract and retain staff.

(iv) There may also be circumstances where the HERA evaluated grade results in difficulty recruiting or retaining suitable staff for specific roles. In such circumstances it may be appropriate for consideration to be given to payment of a market supplement to overcome this problem. The policy and arrangements for such payments fall under the scope of the Market Supplement Policy/Guidance.

3.6 Before a decision is made to offer a point above the first spinal point of the grade, consideration should be given to any potential anomalies/inequalities including:

- inconsistencies with the remuneration of current staff fulfilling the same (or very similar) roles;
- risk of appointing two or more people to the same (or very similar) roles but at different points on the salary scale;
- the evidence to suggest that women are more reluctant to negotiate on salary than men and the impact that this can have on the University's Gender Pay Gap. Recruiting Managers, with assistance from HR, should therefore take an active approach in considering whether a higher spinal point may be appropriate to offer to a candidate rather than rely on candidates requesting this.
- the fact that a successful candidate may come from employers beyond Scotland/the UK with vastly different pay scales and currencies which do not match their experience/knowledge in terms of Scottish/UK pay.

3.7 Where it is considered appropriate to offer a higher spinal point, approval should be sought as outlined in paragraphs 3.3 or 3.4, determined by the circumstances of the individual case.

- for posts Grade 9 off-scale

3.8 The salary arrangements for posts that are Grade 9 off-scale will be determined by reference to benchmark information including, median and mean salary information included in the UCEA Senior Staff Remuneration Survey reports. The detail of salary to be offered must be objectively justified and documented by considering the key factors as outlined at paragraphs 3.5 and 3.6 as well as the benchmark information available.

3.9 The following approval mechanisms are in place for posts at Grade 9 off-scale:

- For all Grade 9 off-scale appointments other than those stipulated below – the Recruiting Manager should liaise with HR to determine the salary to be offered. This should then be submitted to the Director of People for approval. As part of considering the proposed salary, the Director of People will liaise with the Senior Vice-Principal or University Secretary/Chief Operating Officer as appropriate (determined by whether the post is an Academic or Professional Services post).
- For the following posts – Principal, University Secretary and Chief Operating Officer, Senior Vice- Principal, Vice Principals, Chief Financial Officer, Director of Advancement, Director of People, Director of External Relations (ie all Senior Management Team posts) – proposed salaries will be submitted to and approved by the Remuneration Committee. .

- Recording/monitoring

3.10 Where it is agreed that a salary above the first spinal point of the grade is to be offered, a record detailing the reasons/justifications for this will be retained.

4. Salary on moving to another role at the same grade

4.1 Where an existing member of staff is appointed to a new position at the same grade as their current post, as a result of a competitive recruitment process, they will be appointed to the next normal progression spinal point on the grade and retain their existing date for incremental progression. Subject to the approval of the Head of HR, the member of staff may be appointed on a higher increment. Where the member of staff is already on the top of the normal progression spinal point or on a contribution point they will transfer at that point.

4.2 Where an existing member of staff is appointed to a new position at the same grade as their current post as a result of restructuring or redeployment, they will be appointed to the same spinal point as their previous role and retain their existing date for incremental progression where relevant.

5. Contribution awards

5.1 Contribution awards may be made to staff in circumstances as outlined in the [Contribution Reward Policy and Procedure](#).

5.2 An additional increment award, including increments in the contribution points range of a grade, may be awarded as part of this process with the member of staff retaining their existing date for incremental progression where appropriate.

5.3 Other contribution payments that may be made include the Non-Consolidated Payment award (as detailed in the Contribution Reward Policy and Procedure).

6. Acting up allowances

6.1 An acting up allowance may be made to staff in accordance with the Allowances and On-Call Policy where they are asked to undertake the full duties and responsibilities of a higher graded role for a continuous period which would normally be a minimum of four weeks but no longer than 12 months. For the duration of the acting up period, the member of staff will usually be paid at the lowest spinal point of the higher grade. In the event where the individual acting up is on the same spinal point, they will be placed on the next highest spinal point, on the appropriate grade.

7. Salary on promotion or regrading

7.1 When member of staff is promoted or their post is regraded they will be appointed to the first incremental point of the new grade. If the minimum point of the new grade is equivalent to or less than the staff member's existing salary, they will be appointed to the spinal point immediately above their existing salary. The staff member's annual incremental progression date will change to the date of the appointment to the higher grade.

7.2 This principle applies to all appointments made through academic promotions, competitive recruitment processes, regrading and restructuring.

8. Overtime Rates of Payment

8.1 The following overtime arrangements apply to staff Grades 1-4 only and from 1 October 2024 (replacing previous overtime arrangements in place).

8.2 Overtime will be limited to situations where managers have agreed that there is a clear statutory or business need for it.

8.3 The overtime payment arrangements detailed below will only apply where staff have worked the full-time equivalent week of 36.5 hours. Part time staff working additional hours up to 36.5 hours will receive time off in lieu or payment based on plain time for additional hours worked up to 36.5 hours.

8.4 Where staff work one additional hour above 36.5 hours, time off in lieu will apply.

8.5 Thereafter where staff work additional hours the following overtime rates apply.

- Monday to Saturday Time and a half (i.e., hourly rate x 1.5)
- Sunday Double time (i.e., hourly rate x 2)

9. Payments for staff working during the 7-day Christmas and New Year Public Holiday/Closure Period.

9.1 Where it is essential, due to a statutory need, that staff in Grades 1-4 work during the 7-day Christmas and New Year Public Holiday/Closure Period they will be entitled to payment/time off in lieu as follows:

- An overtime payment based on double time along with a day off in lieu for each of the 7 days worked; or
- Standard rate with two days off in lieu for each of the 7 days worked

9.2 This clause does not alter other existing agreed arrangements in particular services whereby cover is being provided, either remotely or on campus for particular activities during the 7-day period. The existing arrangements will continue to apply.

9.3 This clause does not alter other existing agreed arrangements for staff in receipt of call-out payments during the 7-day period who are required to be on call and who may/may not attend work as they are called out. The existing arrangements will continue to apply.

10. Monitoring

10.1 The University will undertake appropriate monitoring of the application of this Policy by regular reporting/data analysis as part of our Equality, Diversity and Inclusion objectives including our commitments to the principle of equal pay and closing pay gaps.

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