



The University of Edinburgh Pay & Reward Modernisation Agreement

This document sets out, in summary, the new package agreed between the University and its recognised trade unions (Amicus, UCU and UNISON) to take effect from 1 August 2006, subject to national union approval.

You are also recommended to look at the full set of documents making up the Agreement, which are available along with background information, questions and answers, on the Pay and Reward Modernisation website at www.humanresources.ed.ac.uk/paymodernisation/Home.htm or, if you do not have internet access, by contacting your manager or local HR department for a paper copy.

Grade and Pay Structure

This grade and pay structure will apply with effect from 1 August 2006 for all staff covered by the national Framework Agreement¹ and for non-clinical professorial and equivalent staff.

Shaded points are 'contribution points' (see over).

The pay levels on this spine include the first stage of the recently announced national pay award which is effective from 1 August 2006. The spine will continue to be updated in line with national adjustments in the future.

For all staff on the main national pay spine, increments will be effective from 1 August each year. This takes effect on 1 August 2006 for all increments due in 2006.

Range points for the professorial and equivalent grade (Grade 10) are included here for completeness, although these are not part of the national pay spine (see also note overleaf). Progression within Grade 10 is related to contribution and the salaries of all staff in the grade are considered annually. However, normal expectation, subject to performance review, will be of biennial progression up to point 5 of the salary range attached to the grade, with further progression up to point 6 no later than 3 years from the date the individual reaches point 5.

¹Clinical academics and some other groups whose pay structures are determined outwith the JNCHES national agreements are not covered by this Agreement. Full details are available at www.humanresources.ed.ac.uk/paymodernisation/Scope_Reward_Project.htm or from your HR department.

Point on UoE local spine	Point on National Single Spine	Salary (August 2006 values)	Grade Structures	
(Grade 10)	(Grades 1-9)			
17		80,086		
16		77,834		
15		75,582		
14		72,768		
13		69,950		
12		67,662		
11		65,374		
10		63,236		
9		61,098		
8		59,233		
7		57,367		
6		55,617		
5		53,865		
4		52,225		10
3		50,577		
2	51	49,116		
1	50	47,685		
	49	46,295		
	48	44,947		
	47	43,638	9	
	46	42,367		
	45	41,133		
	44	39,935		
	43	38,772		
	42	37,642		
	41	36,546		
	40	35,481		8
	39	34,448		
	38	33,465		
	37	32,471		
	36	31,525		
	35	30,606		
	34	29,716		
	33	28,849	7	
	32	28,010		
	31	27,193		
	30	26,402		
	29	25,633		
	28	24,886		
	27	24,161		
	26	23,457		6
	25	22,774		
	24	22,111		
	23	21,467		
	22	20,842		
	21	20,234		
	20	19,666	5	
	19	19,073		
	18	18,517		
	17	17,978		
	16	17,461		
	15	16,967		
	14	16,488		4
	13	16,023		
	12	15,571		
	11	15,133		
	10	14,707		
	9	14,293	3	
	8	13,902		
	7	13,524		
	6	13,207		
	5	12,850		
	4	12,504		2
	3	12,218		
	2	11,892		
	1	11,575	1	

Where will I be placed on the new grade structure?

Your job is being placed on the new grade structure by matching your job against grade profiles. Full information about this process and the grade profiles can be found on the website or from your local HR department.

For the large majority of staff this means a move across to a grade which has a pay range similar to their present grade. You will be placed on this new scale at a point equal to or at the nearest point above your current salary (*after* any increment or promotion which was due this year). Some staff will also find that their new grade has a higher top point than their old grade. Slightly different arrangements apply for professorial and equivalent staff matching to grade 10 (see below).

Some staff will find that their job has been matched at a higher level than before. They will be paid at the nearest point above their current salary on their new grade with effect from 1 August 2006.

A small minority of staff will find that their job has been matched to a lower grade ('red-circled'). This is no reflection on individuals' performance but results very largely from the re-alignment of grades to create the single structure, which is needed to ensure equal pay for work of equal value. There is a Protection Policy for this group: current salary (without any further increments but with annual 'cost of living' increases) will be protected for three years (until 31 July 2009). In addition, each person in this position will receive support to form a Personal Development Plan to enable successful application for a higher graded job or, if appropriate, to develop their existing job to match a higher grade.

Whilst we believe the job matching process was robust, it was important to ensure that there is an appeal process. This is available to all staff, but priority consideration will be given to staff whose jobs have been 'red-circled'. Full information can be found on the website or from your HR department.

How do I progress through the salary points in the grade?

Progression through the normal salary points (unshaded on the chart) is automatic (other than for the tiny number of individuals who are subject to formal capability or disciplinary procedures). Arrangements have been made to ensure that staff transferred to the nearest equivalent grade will, over time, have the same or better salary as they would have had on their old grade: in some cases this will be done through automatic grade reviews and in some through additional increments (see the Assimilation Rules on the website or from your HR department).

Progression through the contribution points (shaded on the chart) will be on the basis of exceptional individual contribution in your job or to the University. The principles for rewarding contribution in the University of Edinburgh are built into the new Agreement and we aim to design and agree new processes by 31 December 2006.

What about market influences on pay?

The Agreement contains a commitment to develop appropriate arrangements for situations where it may be necessary to pay a higher than standard rate to recruit or retain staff, with particular regard for nationally agreed guidance. In order to comply with equal pay legislation, market-related pay will only be paid as a separate supplement and it will always have to be supported by appropriate market evidence.

Professorial and equivalent staff – new Grade 10

The pay scale and pay policy for staff whose roles are in Grade 10 (professorial and equivalent) remain locally determined and are overseen by the Remuneration Committee of the University Court. In addition to work already being done by the Remuneration Committee to review the way that scale is managed, discussions have been held involving representatives of trade unions (particularly UCU). Information about this can be found on the website. Key changes include new progression arrangements for staff within the first part of the salary range, greater emphasis on equal pay data and audit, an appeal process, and a more open and widely communicated annual review process.

Current professorial and equivalent staff who match to grade 10 will remain on their current salary on 1 August 2006, other than those on the bottom point who will assimilate to the first point of grade 10. Increments awarded this year will take effect on 1 August 2006 and the new progression arrangements will apply thereafter.

Other conditions of employment:

Grades 1-5

Working Hours: 35 per week (or pro rata). This results in an increased hourly rate for those groups previously on more than 35 hours per week (or pro rata)

Additional Hours/ Overtime: All hours worked over 35 per week will be paid as additional hours (or equivalent time off in lieu). Hours up to 38 per week (Mon to Sun) will be paid at 'plain-time' and thereafter at 'time and a half' (or equivalent time off in lieu).

Lump Sum Payment: In recognition of the delayed implementation of the reduction in the nationally agreed hours for manual staff, staff in the old MG,MM, MS and MA4 grades will receive a lump sum payment of £300 (gross) (pro rata for part-time or part-year). Alternatively, staff can exchange some or all of this for annual leave, up to a maximum of 7.5 days (i.e. £40 = one day's extra leave). Timing has to be agreed with their manager and any extra leave must be taken within 3 years.

Annual Leave: 26 days per year, increasing to 30 days (or pro rata) after 5 years' service. Staff currently on a higher contractual entitlement will receive protection for five years to ensure no reduction. Technical staff aged 62 or over on 1 August 2006 have a protected right to receive an additional five days in their last year before retirement.

Pension Scheme: University of Edinburgh Staff Benefits Scheme (SBS). Any staff currently in USS will remain in USS. Staff who are currently members of LGPS will have the option to join SBS. However, individual pension situations can vary according to age, contributions, etc and staff with a choice will be recommended to take independent financial advice first.

Premium Band Payments: If you are contracted to work between 10pm and 6am, or to work variable hours, you will receive a 'premium band payment' of an additional 5%, 15% or 30% of your basic pay rate depending on when you work and how variable the pattern is. The premium payments apply as follows:

You will receive a **5% Premium Band Payment** for contractually working:

- a) any variable 5 out of 7 days per week between 6am and 10pm with variations of no more than 3 hours in start times, or
- b) fixed days with variations of over 3 hours in start times, or
- c) some hours, but less than 4 per day, worked between 10pm and 6am.

You will receive a **15% Premium Band Payment** for contractually working:

- a) any variable 5 out of 7 days per week between 6am and 10pm with variations of more than 3 hours in start times, or
- b) fixed days within a variable shift rota which covers a 24 hour period, or
- c) any variable 5 out of 7 days per week and working some hours, but less than 4 per day, between 10pm and 6am

You will receive a **30% Premium Band Payment** for contractually working:

- a) a constant night pattern where 4 hours or more per day are worked between 10pm and 6am, or
- b) any variable 5 out of 7 days per week, working a shift rota of variable hours covering a 24 hour period.

These bands replace all the old shift and other allowances for working outside the old working week². In some cases, working hours and patterns will be changed through consultation because of the reduction of the working week for manual staff, taking local working needs and work/life balance into account. Individual letters will set this out.

In the vast majority of cases, employees' working patterns will be structured to offer an overall salary which is the same or better than it is at the moment.

²They don't apply to 'on call' or 'call out' arrangements; these are being worked on by the Taskforce and in the meantime existing arrangements will continue.

Grades 6-10

Working Hours: The nominal standard working week will be 35 hours (or pro rata). There are no fixed hours of work, to reflect the need for work to be directed in order to meet organisational priorities and fluctuating work requirements, and to permit flexibility where appropriate, so the actual hours worked in any particular week will vary.

Annual Leave: 30 days per year (or pro rata)

Pension Scheme: Universities Superannuation Scheme (USS). Staff who are currently members of STSS, LGPS or the University of Edinburgh Staff Benefits Scheme (SBS) will have the option to join USS. However, individual pension situations can vary according to age, contributions, etc and staff with a choice will be recommended to take independent financial advice first.

Allowances and Overtime: Payment of overtime or allowances for working variable or unsocial hours do not apply. However, existing contractual overtime and allowances will be protected for three years under the Protection Policy arrangement and the University and unions have committed to considering arrangements for out of hours cover, rotas and 'on call' by 31 December 2006. Meanwhile, existing 'on call' and 'exceptional out of hours work' arrangements continue to apply.

All Grades

Sick Pay

During the first three months of service:	2 weeks full pay, 2 weeks half pay.
Between 3 and 12 months of service:	2 months full pay, 2 months half pay.
Between 1 and 2 years of service:	3 months full pay, 3 months half pay.
Between 2 and 3 years of service:	4 months full pay, 4 months half pay.
Over 3 years of service:	6 months full pay, 6 months half pay.

Staff who joined in the last 3 years with a higher initial entitlement will have that protected.

Part-Time Staff: All rates quoted throughout this information note apply pro rata.

Retirement Date: Other than as noted below, all staff have a normal retirement date of the end of the month in which their 65th birthday falls. From 1 October 2006, any employee can request to work beyond their intended retirement date. Managers will be willing to agree such a request, in accordance with University policy, where there is a clear business need to do so.

Note: Staff with an existing retirement date of 30th September following their 65th birthday and who are 60 years of age or older on 1 August 2006 will retain their existing retirement date. Existing staff with a contractual right conserving their retirement date of 30th September following their 67th or 70th birthday will retain this term.

Working Patterns: Some changes are planned in connection with the move to a 35-hour week. No other changes to working patterns are planned in connection with the introduction of this package.

Other Terms and Conditions: Conditions of service not covered by the headings above remain as at present.

15 August 2006

