

Exceptional Additional Increment – Frequently Asked Questions

1. Who is eligible for the additional increment?

All permanent and fixed-term colleagues on Grades 2 to 7 with contracted hours, will move up by one additional pay point, effective from 1 October 2022, providing they are still in role on 1 March 2023. This will be implemented and paid on Tuesday 28 March 2023.

Colleagues who started after 1 October, will receive an additional increment, effective from their Napier start date.

This is equivalent to an additional 3% pay increase for most colleagues.

2. Is this a permanent increase?

Yes, the additional increment is a permanent increase to your salary. The non-consolidated payment is a one-off.

3. I am part-time, what does this mean to me?

Colleagues who are part-time, will still receive the additional increment and salaries will be pro-rated on their new pay point, in the normal way, based on their full-time equivalent (FTE).

4. Will I still receive an increment on the anniversary of my start date in role?


Yes, those who are eligible for service-related incremental progression will continue to receive increments until the top of the evaluated grade has been reached.

For example, if you are due to progress to the next pay point on 1 November 2022, you will still do so over and above this increase which is effective from 1 October 2022.

5. The additional increment will now place me at the top of my pay grade, will I still receive a further increment, as I would have expected on the anniversary of my start date in role?

The introduction of additional pay points on the pay grades to facilitate the additional increment, means that there is now an additional incremental progression point.

For example, Grade 2 was previously Points 9 to 14, and is now Points 9 to 15. If you were on Point 13, you would be moved to Point 14 (the previous top of grade) effective from 1 October 2022. Any service-related increment, then would be applied on the anniversary of your start date up to Point 15.



6. I am at the top of my evaluated grade, will I still receive the exceptional additional increment?

Yes, all colleagues on Grades 2 to 7 will receive an additional increment. No further incremental progression will apply beyond this point.

7. I moved role after 1 October 2022, what does this mean for my salary?

You will still receive the additional increment in your role effective from 1 October 2022, we will then consider your starting salary separately in your new role to determine if there are any further increases to be applied. These salary placements will be determined based on individual circumstances.

8. How will my salary be determined if I am promoted to a higher graded role in the future?

Salaries will be considered in line with our salary placement guidance. For example, if you are currently in a Grade 2 role and paid at the new top of the evaluated Grade, Point 15 and you are promoted to a Grade 3 role, dependent upon your skills and experience and to recognise the promotion and additional responsibility, it is likely that your starting salary will be Point 16.

9. I am leaving the University will I receive the additional increment?


Additional increments will be applied to all colleagues who are still in role on 1 March, and due to be paid in the March salary pay run.

If you are scheduled to leave the University in February and your final pay is being processed in the February payroll (Tuesday 28 February), you will not receive the additional increment or any backdated pay.

If you have informed us of your intention to leave but are still in role on 1 March (with a leave date of 1 March or thereafter), you will receive the additional increment and non-consolidated payment.

10. I am on a Guaranteed Hours contract, will I receive an additional increment?

Colleagues on Grades 2 to 7, who have defined contracted hours will be eligible for the additional increment.



Any hours, already worked from 1 October 2022, will be updated automatically to the new hourly rate.

11. I am on maternity/adoption/paternity leave, will my pay be re-calculated to reflect the uplifted amount.

Any colleagues who have been on family leave within the period from 1 October 2022 will have their pay re-calculated considering your revised salary.

12. How do I find out my annual salary and which pay point I will move to?

Annual salaries are displayed on your pay slip which can be accessed through HR Connect.

The table in the offer shows what pay point you will move to and the value of the non-consolidated pay element.

If you are part-time, you need to calculate your full-time equivalent (FTE) to work out what you will receive as any payments are pro-rata based on FTE. For example, if you are in a support or technical role, your FTE is your weekly contracted hours divided by 36.25 hours (the normal working week). If you are in an academic or research role, your weekly contracted hours is divided by 35 hours. If you work 18 hours per week on a support contract, your FTE is $18/36.25$, 0.4965. If the additional incremental value is £1000, you will receive £496.55 ($0.4965 \times £1,000$) which is an additional £41.38 per month. This amount is then backdated to 1 October 2022. Your basic pay will be updated in March to reflect this and you will receive 5 months back pay alongside the non-consolidated pay element.

13. Will my contracted overtime and shift allowance change?

All contractual pay elements, based on base salary will be updated reflecting the increase in salary.



14. I have worked overtime, will this be re-calculated?

Any overtime worked from 1 October 2022, will be re-calculated automatically based on the new rates of pay.

15. Will strike deductions be amended to reflect the new rate of pay?

Strike deductions that have occurred between 1 October and 28 February have been processed and will not be re-calculated. Any strike days deducted after 1 March will be calculated on new rates of pay.

16. How much non-consolidated payment will I receive?

Please review the pay table to determine what non-consolidated payment you will receive. If you are part-time you need to work out your FTE and pro-rata this payment. This will be a minimum of £250 (pro-rata) and will be subject to tax and national insurance deductions in the normal way.

17. Will pension contributions be paid on the back pay?

All payments are subject to statutory deductions such as tax and national insurance.

If you are a member of a pension scheme, pension contributions will be made from the additional increment back pay. However, the non-consolidated pay element is non-pensionable.


18. How will my working pattern change with the move to the 35 hour week?

We are currently prioritising the implementation of the pay elements of the Napier Pay Deal.

The change to the working week is effective from 1 September 2023. In March, we will start engaging with stakeholders across the University to work through the implementation of a 35 hour week.

We will communicate with colleagues impacted by this change, as we work through the detail.

19. When will the increase in leave entitlement be applied to my record?



We are at the present time, focussing on the implementation of the pay elements of the Napier Pay Deal.

The increase in personal annual leave entitlement to 31 days for professional services colleagues will be updated on the system prior to the start of the leave year on 1 September 2023.

20. When does my notice period change?

Notice periods are changing for Professional Services Colleagues in Grades 5 to 7. These changes are effective from 1 September 2023.

We will communicate with colleagues impacted by this change, as we work through the detail.