****

### **Salary Placement Policy**

This Policy is effective from 1st October 2015. This policy replaces all other policies, whether written or not.

1. **Purpose**

The University seeks to ensure that all decisions taken by the appointment Line Manager and Dean of School / Director of Service in regards to the setting of salaries are consistent, fair, justifiable and non-discriminatory.

1. **Application of this Guidance**

This policy applies to all employees of Edinburgh Napier University, collectively referred to in this guidance document as ‘staff members’.

1. **Variations to this Guidance**

Edinburgh Napier University reserves the right to terminate, replace, or vary this policy from time to time.

1. **Starting Salaries for New Employees**

Salaries on appointment will be made within the evaluated grade. The grade of the role cannot be changed following commencement of the recruitment and selection process.

A number of factors need to be taken into account when agreeing the appropriate starting salary for the appointed candidate:

* Job-related experience in relation to the role description and person specification.
* Placing at / or near the top of the grade restricts any potential salary progression
* Market pay data for that role (needs to be substantial data to support this, not just a comparison with one HEI)
* Equality and Diversity considerations
* Internal consistency – the salary levels of colleagues performing roles of similar responsibility, particularly with relation to Equal Pay legislation.
* Current salary\*

\* *Current salary should only be considered as a factor, if it is relevant in the case of similar experience in the same role at another higher education institution. It should not be used as the main criterion to determine starting salary especially where the applicant has changed career, come from a different industry, private sector or other locale where salaries may be at a higher level. It is important to remember that their previous salary may not have been assessed objectively and may not be a realistic measure of the expertise required in the new role. Consideration should also be given to the overall benefits package on offer at Edinburgh Napier University and that salary levels differ between organisations and sectors and often depend upon factors which do not compare equally.*

New appointments will normally be made at the minimum point within the evaluated grade.

However, the University acknowledges that there may be justifiable reasons to appoint above the bottom of the salary scale. If the Line Manager believes this to be the case, they should provide a written justification to HR&D (Human Resources and Development) and have this approved prior to discussing the salary offer with the applicant. A line manager’s justification should be in line with the factors highlighted above and must be approved by the HR Operations Team to ensure consistency.

The agreed starting salary point will be noted by the line manager on the [Appointment Form](http://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/AppointmentForm.docx) along with their approved justification. The starting salary will be confirmed to the candidate by HR&D in their contract of employment.

Where a candidate is seeking a higher than advertised salary or wishes to be appointed on a higher point than the first point of the evaluated grade, no agreement will be given to this or the possibility of this, during the course of the interview process.

1. **Attraction and Retention Premia**

Attraction and Retention Premia may be applicable in exceptional circumstances, however, it is important to consider that:

* the University must be able to provide objective evidence of the need to offer different rates of pay to staff whose work is of equal value.
* for equal pay purposes where an Attraction and Retention Premium has been agreed it must be applied not only to a joining member of staff but to all existing staff with the same role as defined by a detailed role description.

The [Attraction and Retention Premia Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/AttractionandRetentionPremiaPolicy%20August%202015.doc) is available on the HR&D intranet pages.

1. **Starting Salaries for Internal Appointments**

An individual who is appointed to a role at a higher grade as a result of an internal recruitment process will be placed on the minimum point of the grade with effect from their date of commencement in that role, unless a justifiable reason is provided by the line manager and approved by HR&D for a higher placing.

An individual who is appointed to a role graded at the same grade as the individual’s current role, as a result of an internal recruitment process (includes multiple roles at the University), will be placed on an appropriate point of the grade after consideration of the factors detailed in section 2 and the incremental date would be the start date in the new role. For an individual changing to a similar role it could be considered reasonable to match them to the same point with the same incremental date to ensure no financial detriment.

1. **Starting Salaries for employees who have been ‘Acting-up’ and then successfully secure the role on a permanent basis**

Where an individual has been acting-up, i.e. undertaking the full duties and responsibilities of a higher graded role and have been receiving an acting-up allowance, which is based on the bottom point of the evaluated grade for the role for less than a year, the starting salary should remain the bottom point of the evaluated grade. However, the incremental date, should be the date in which the acting-up allowance commenced.

Where an individual has been acting-up for more than a year, which should only occur in exceptional circumstances as the [Acting-up and Responsibility Allowance Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/ActingupandAdditionalResponsibiltyAllowancePolicy%20-%20August%202015.doc) states that the maximum period is six months, consideration should be given to the appropriate starting salary and incremental date, in discussion with HR &D.

1. **Progression within the Grade / Incremental Dates**

All staff grades 2-7 (except staff on pay protection) will have access to incremental progression within the grade, up to the top point of the relevant grade.

All staff will receive increments on the anniversary of their start date in the new role.

Existing staff applying for a second, or multiple role within the University will have increments applied in this role, on the anniversary of their start date in the new role. This will not alter incremental dates for other roles held.

Senior Management roles (grade 8-10) do not automatically increment, they are required to participate in the annual [Senior Management Pay Progression Procedure](http://staff.napier.ac.uk/services/hr/Documents/SeniorManagementincrementalProgressionProcedure.doc) in order to progress through the grade.

1. **Annual Review of Salary Bands**

The salary scale will be reviewed annually. The University will also review the grade bands in line with market pay data within the Higher Education sector and externally. These will be monitored by HR&D.

1. **Monitoring**

An audit of starting salaries of new employees will be covered in the University’s Equal Pay Audits.

1. **Questions**

If a staff member is unsure about any matter covered by this policy, please contact HR&D.

1. **Applicable legislation**

* Equality Act 2010
* Equality Pay Act 1970

## **Policy Version and Revision Information**

|  |  |
| --- | --- |
| Document Control Information | |
| Title | Salary Placement Policy |
| Version | V1.0 |
| Author | Human Resources and Development |
| Date First Approved |  |
| Last Review Date |  |
| Review Frequency | Two years |
| Scope | All University employees |

## **Change Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change reference |
| 28/08/15 | TG | 1.0 | Updated into new template |
| 01/10/2015 | TG | 2.0 | Approved |
|  |  |  |  |
|  |  |  |  |