

HR Services

Employment Policies

Salary Scales and Grading Review Scheme

Method of payment

Salary will normally be paid monthly in arrears on or before the last Thursday of the month into staff bank or building society accounts by BACS transfer (except for the month of December when it is normally paid on the third Thursday). Itemised pay advice slips are issued to staff as required by employment legislation.

Salary Scales: [link to salary scales](#)

London Weighting: £3,293 per annum (pro-rata for part time staff) with effect from 01/08/11.

Incremental Progression

Staff will normally progress through their current grade by annual progression up to the maximum of the grade. If a Dean of School /Director of Service (or nominee) is not satisfied with the job performance of a member of staff, he or she will use our Managing Staff Performance: Capability Procedure which may result in a member of staff not receiving incremental progression for that year (although they will receive the annual pay award).

For staff employed on Grades F and above annual progression through the scale will be based upon a positive recommendation from the relevant Dean of School/Director of Service (or nominee) that performance is fully satisfactory for the appropriate level of post.

Incremental Dates

The incremental date for support staff is 1st August. Staff with less than six months' service in the grade by 1st August shall be granted their first increment six months after their appointment, promotion, or regrading.

Market Pay Policy (see Employee Handbook)

Support Staff Pay Grading Review Scheme (see Employee Handbook)

Promotion to a Higher Grade



On appointment, promotion or regrading to a post which carries a higher maximum salary than the previous grade; an employee shall receive at least one additional spinal column point in excess of the salary received on the old grade.

Employees Temporarily Undertaking Additional Duties - Responsibility allowance

An employee who, for any reason other than the annual leave of another employee, is required at the request of his/her Dean of School/Director of Service (or nominee) to undertake the key duties and responsibilities of a higher graded post for a continuous period of at least four weeks, is entitled to receive a salary in accordance with the grading of the post temporarily occupied. The salary to be paid in such circumstances is the salary that would apply were the employee promoted to the higher graded post. Once the qualifying period of four weeks has been satisfied, the higher salary will be paid with effect from the first day on which the employee was required to undertake the duties and responsibilities of the higher post. The allowance is for a limited, specified period.

Overtime and Weekend Working

Part time staff: Part time support staff (i.e. those working less than 35 hours per week) shall be paid a flat rate for up to 35 hours and time and a half for hours in excess of 35 (where time off in lieu is managerially not possible). Additional hours worked on Saturdays, Sundays and public holidays, regardless of how many hours have been previously worked, will be treated as overtime and paid at time and a half on Saturday and double time on Sunday, except where Saturdays and Sundays are normal working days.

General

(a) Wherever possible Deans of School/Directors of Service (or nominees) should discourage the use of working arrangements which involve the attendance of employees at their place of work outside UEL's usual working hours.

However, where such working arrangements are unavoidable the employee shall be entitled to either time off in lieu or overtime payments as determined by the Dean of School/Director of Service (or nominee).

Overtime payments

(a) A common denominator of 1/260th will be used for the calculation of a daily rate. This denominator will be used for calculating overtime as well as deductions for unpaid leave or deductions for industrial action.

(b) Extra time of less than half an hour on any day shall not count for overtime. Overtime shall be aggregated for each calendar month (or other appropriate period where the hours are averaged over a period longer than a week), and only complete half-hours paid for.

(c) employees for whom it is a condition in their contract of employment that they shall work hours longer than the standard 35 a week shall not be entitled to overtime payments unless the additional hours are recognised by some other payments or arrangements determined locally.

(d) for overtime on any day, other than a Sunday, or a general or public holiday, payment shall be at time and a half. For overtime on a Sunday or a public holiday payment shall be at double time.

(e) Technicians' Overtime

Technical staff may be required to work one evening per week to cover evening classes, for which they are eligible for paid overtime.

Building Technicians, Building Assistants, General Assistants and General Services Staff

Overtime payments will only be made when the total hours worked over a two week period exceed 70. Overtime rates of time and a half for work undertaken during Monday to Saturday and double time for Sundays and public holidays will apply.

Other Salary Payments to Staff

Other than the above paragraphs relating to salary, London weighting, incremental progression, market pay, responsibility allowance, overtime and shift allowance (if applicable) no other salary payments will be made to any staff without the prior approval of a Deputy Vice-Chancellor. On exceptional grounds payments will be made for particularly onerous responsibilities such as involvement in a large-scale project. This will only be paid rarely. This is to avoid inconsistent pay arrangements which could be unfair and unlawful.

Pay arrangements relating to patents, copyright and consultancy are set out in other UEL policies.
