



# HR Services

## Research Staff Salary Scales & Methodology of Operation

Part of the UEL Employee Handbook

### Introduction

1. Research staff are defined as those staff other than Readers, employed by UEL under a contract of employment primarily to undertake research. This definition explicitly excludes research students who are dealt with under the student regulations.
2. The following terms and conditions shall apply to research staff as defined above, regardless of whether the funding is provided by UEL or an external body (except where specific provisions are made within the terms of a research grant).

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#### Payment of Salary: Research Staff

3. 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.
4. In determining salary reviews the Board of Governors will refer to national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA) and the recognised unions.

#### London Allowance

5. See [UEL's salary and grading structure](#)

#### Salary Scales

6. See [UEL's salary and grading structure](#)

Name	Version	Date	Equality Analyses Completed	Responsible Officer	Last Review	Next Review	Approved By	Date of Approval
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## Placement on Scales

7. On first appointment to any scale, the incremental point shall be determined by UEL, according to the experience and qualifications of the staff member.
8. On promotion to a post, which carries a higher maximum salary than the previous grade, a staff member shall receive at least one additional spinal column point in excess of the salary received on the old grade.

## Incremental Progression

9. Subject to funding, a member of research staff whether full time or part-time shall be entitled to one increment on 1st August following appointment and each year subsequently provided that the staff member has six months or more service in post on that date, subject to the maximum of their scale.
10. No increment shall be withheld in respect of any year of service unless the service in that year has been declared unsatisfactory by UEL. In such a case payment of the increment in respect of that year shall be withheld only during the following year unless UEL otherwise expressly determines.
11. UEL is not precluded from counting a period or periods of secondment or unpaid leave from a post as 'service in post' where it considers that to be appropriate.
12. A period of absence because of pregnancy or confinement shall count for incremental purposes subject to the provisions of [UEL's Maternity, Spouse or Partner and Adoption Policy](#).