

UNIVERSITY OF ABERDEEN

SALARY PROTECTION POLICY

1. INTRODUCTION

- 1.1 The University recognises the value of retaining staff skills and experience and aims to ensure as far as possible by careful forward planning, the security of employment for all its staff.
- 1.2 It is recognised that there may be circumstances where the University has to respond and adapt to meet changing requirements which may affect staffing needs and make it necessary to seek to redeploy staff to suitable alternative vacancies elsewhere in the University. This will be managed in accordance with the Consultation on Avoidance of Redundancy Policy and Procedure and every effort will be made to ensure that redeployment opportunities match to the level of skill, experience and salary of the member of staff. However, it is recognised that there may be circumstances where it is not possible to secure alternative employment which is on a comparable basis. In such circumstances where both the University and the member of staff agree a move to a lower graded post salary protection will apply.
- 1.3 This policy outlines arrangements for salary protection in such circumstances.
- 1.4 The policy takes into consideration ensuring provision of a defined period of salary protection for staff to assist them in adjusting to a reduction in salary, but also bears in mind that indefinite or extended periods of salary protection could lead to pay inequities.
- 1.5 This policy may be amended periodically following appropriate consultation and/or negotiation with the recognised campus trades unions.

2. SCOPE

- 2.1 This policy applies to all staff of the University.

3. KEY PRINCIPLES

- 3.1 Where salary protection is applied, a personal development plan (further detail below) will be offered to either (i) develop the responsibilities of the role, or (ii) develop the member of staff to further enable redeployment. If, at the end of the protection period the role has not developed sufficiently to warrant regrading, the salary will reduce to the top increment of the new grade.
- 3.2 During a period of salary protection staff will be expected to undertake duties commensurate with the higher grade on a one-off/short term basis, even where such duties in isolation may not warrant regrading. Where such duties become required on a longer term basis an appropriate evaluation of the role will be undertaken as outlined in Section 4.6.2.
- 3.3 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment.

4. SUMMARY

4.1 Circumstances in which salary protection will apply

- 4.1.1 The policy applies in cases where the pay level of a member of staff is adversely affected as a result of organisational change/restructure.
- 4.1.2 For the avoidance of doubt, where an employee is redeployed to a lower graded role working fewer hours per week: in this instance, the new level of pay will be based on their new contractual hours - earnings lost from reduction in working hours will not be protected.

4.2 Circumstances in which salary protection will not apply

- 4.2.1 Personal choice – where a member of staff chooses to apply for a post that is at a lower grade than their current role.
- 4.2.2 Ill health – where following appropriate support and advice from Occupational Health, a member of staff is unable to continue in their current role and is offered and accepts a post at a lower grade that is within their capabilities.
- 4.2.3 Conduct or capability issues – where, following formal disciplinary or capability procedures a member of staff is offered and accepts a lower graded post as an alternative to dismissal.

4.3 Length of salary protection

- 4.3.1 Pay protection will normally cease 3 years after the date of commencement after which time the new salary rate will apply.
- 4.3.2 Pay protection may cease earlier when:
- the member of staff obtains a new role with the University which offers a salary equal to or exceeding the protected salary;
 - the member of staff chooses to apply and is appointed to a post at a lower level than the protected pay.

4.4 Protection arrangements

- 4.4.1 Protection of salary is on a 'frozen increment' basis. Thus, the member of staff will remain on the spinal point they were on at the time the protection came into force with no further incremental progression. During the protected period the rate of pay will be increased in line with annual pay awards.
- 4.4.2 Protected salary will include:
- basic pay;
 - other regular/contractual payments or allowances (except those listed below). Regular payments are those that have been paid every week over the previous 3 months prior to implementation;
 - contractual additional hours.
- 4.4.3 Protection will not apply to:
- acting up allowances;
 - standby/call out payments;
 - first aid payments;
 - honorarium;
 - market supplements;
 - non-contractual additional hours or overtime

Payment may continue for some of the above allowances if they are required in an employee's new position. However, they will not form part of their protected salary.

4.5 Absence during a period of salary protection

- 4.5.1 Any entitlements to sick pay, holiday pay, maternity/adoption/family friendly pay will be paid at the protected salary rate for the protected pay period. Thereafter, the new salary rate will apply.

4.6 Personal Development Plans

4.6.1 A Personal Development Plan is a set of personal objectives/targets aimed at either:

- (i) developing the role and the member of staff to the benefit of the University and in the interests of the school/section/University as a whole; or
- (ii) developing the member of staff to enable them to apply for other opportunities in the University (please note in such circumstances the member of staff will not have redeployee status).

4.6.2 The post of a member of staff in receipt of salary protection will be assessed by the relevant line manager to determine whether it is appropriate to develop the role further. This may include identifying new duties and responsibilities to enhance the role and a personal development plan will be developed around these with a view to submission of an application for promotion/re-grading at the appropriate time.

4.6.3 If it is not of benefit to the service to develop the role further, the personal development plan will focus on the career aspirations of the individual with a view to seeking a role elsewhere in the University.

4.6.4 Where development of the role is not feasible or a member of staff chooses not to undertake CPD to increase their role to the previous grade, the period of salary protection will apply and, thereafter, the new salary rate will apply.

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