



## Policy on incremental dates

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### 1. Scope and application

- 1.1. All increments are paid on an annual basis, subject to satisfactory performance.
- 1.2. With effect from 1 September 2007 two separate systems for the payment of increments will run concurrently, depending on the effective date of the appointment, promotion or regrading.
- 1.3. Where a post is externally funded, the application of the practices described below is always subject to the availability of sufficient funds.

### 2. New contracts, promotions and regradings effective from 1 September 2007

- 2.1. The following practice applies to all new contracts, promotions and regradings effective from 1 September 2007, irrespective of the source of funding or whether staff are appointed on a permanent or fixed-term basis.
- 2.2. Staff currently in post will not be affected by this change and will retain their current incremental date (see Section 3 below), unless in the future, they are promoted or appointed to a different grade. The new arrangements, including when incremental dates may change are as follows:-
  - 2.2.1. Where the date of appointment, promotion or regrading is on the first of the month, the incremental date will be the anniversary of appointment, promotion or regrading.
  - 2.2.2. Where the date of appointment, promotion or regrading is after the first of the month, the incremental date will be the first of the month following the anniversary of the appointment, promotion or regrading.
- 2.3. Any change in incremental dates should not result in a detriment to the level of salary the member of staff would have received had the date not changed.

### **3. Contracts effective prior to 1 September 2007**

- 3.1. The following practice will continue to apply to all contracts effective prior to 1 September 2007.
- 3.2. Permanent staff.
  - 3.2.1. The incremental date will be 1 August.
  - 3.2.2. The first increment will then be:
    - for new or amended contracts starting between 1 August and 31 January, on the 1 August immediately following, i.e. between twelve and six months hence.
    - for new or amended contracts starting between 1 February and 31 July, on the 1 August of the next calendar year, i.e. between eighteen and thirteen months hence.
- 3.3. Fixed-Term Staff funded from University Funds or by continuing NHS recharges.
  - 3.3.1. where the contract offered is for a period of more than one year, the practice is as for permanent staff.
  - 3.3.2. where the contract offered is for a period of one year or less, no increment will usually be offered except in the event of this being a re-appointment which brings the total current continuous period of service to more than one year. In these circumstances, the new appointment will normally either be made at the next scale point or an incremental date based on the original start date will be adopted if an increment has not been received within the preceding year.
- 3.4. Fixed-Term Staff funded from limited period Grants - (including HEFCE and NHS projects and Research Council Grants).
  - 3.4.1. Where the contract offered is for a period of more than one year:
    - the incremental date will be the anniversary of the appointment where the start date is the first day of a month;
    - the incremental date will be the first month following the anniversary of the appointment where the start date is not the first day of a month.
  - 3.4.2. Where the contract offered is for a period of one year or less:
    - no increment will be offered, except where the circumstances are as described in section 3.2 (b) above for fixed-term appointed from resource centre funds or through NHS recharges.

### **4. Withholding of salary scale increments**

- 4.1. Where a member of staff's performance falls short of that which would be expected in his/her post and grade it may be necessary for the Faculty Dean/Head of Service to confirm to the Reward and Recognition Committee that the normal scale increment be withheld. In these circumstances the Faculty Dean/Head of Service should discuss

the case with the Faculty/Service HR Manager. A full account of the case should be provided. Details of actions which have been taken to assist the member of staff in achieving an acceptable level of performance during a reasonable time-scale should also be included.

- 4.2. It is expected that, before a recommendation is implemented, full discussions have taken place with the member of staff, appropriate support and training given and entry to the formal procedure in accordance with the Procedure Agreement between the University, Unison and Unite for support staff and Statute VII for academic and academic-related (professional and managerial) staff has commenced.
- 4.3. The increment would be withheld for the duration of the formal warning. The increment would be paid on expiry of the warning, but would not be back-dated.
- 4.4. It may be appropriate, in some cases, for a recommendation to withhold an increment to be made outside this timetable. In these circumstances the Faculty Dean/Head of Service is required to consult with members of the Reward and Recognition Committee before putting a recommendation forward.

## **5. Other cases**

Heads of School/Service may on occasion wish to make special cases for the setting or retention of particular incremental dates as exceptions to the practice described above. Such cases should be forwarded to the Director of Human Resources.