

PAY PROTECTION POLICY

1. INTRODUCTION

1.1 Purpose

1.1.1 This policy is designed to support organisational change and security of employment in enabling pay protected suitable alternative employment opportunities to be provided as appropriate. It contains the detailed protection provisions for a member of staff offered redeployment from a higher to lower paid post within the University.

1.2 Scope

1.2.1 This Policy applies only to University staff who have more than 12 months' continuous service.

2. POLICY

2.1 Pay Protection Arrangements

2.1.1 These arrangements apply to University staff under the following circumstances:

- (a) Where the need for redeployment arises as a result of a restructuring process and
- (b) as an alternative to redundancy.

2.1.2 In such circumstances, the member of staff's salary will be protected to a maximum of one grade difference and for a period of up to two years.

2.1.3 The member of staff will not receive cost of living rises during the period of protection. The member of staff will not receive any further incremental points that may have applied to the previous higher grade.

2.1.4 Pay protection will cease after a maximum of two years. It will cease earlier and at such time as:

- a) the member of staff has obtained employment at an equivalent or higher level in comparison to their protected pay; or
- b) pay in the new post reaches the value of the protected pay level.

2.1.5 There will be no entitlement to pay protection under this policy where the reduction of grade is related to:

- a) Capability or competence to perform the duties of their existing grade;
- b) redeployment due to ill-health or as a result of the end of a fixed term contract;
- c) the member of staff, at their own volition, seeks to be redeployed to a lower grade or reduces their hours of work.
- d) a redundancy payment is made;
- e) an acting up or temporary re-grading reaches its agreed end, or finishes early.

2.1.6 In addition pay protection does not apply to the following:

- a) a reduction in working hours;
- b) overtime pay: pay protection is only applicable to basic contracted hours;
- c) allowances;
- d) an increase in working hours. In cases where pay protection applies and a member of staff increases their working hours, pay protection will only apply to the existing contractual working hours. Any additional hours will be paid at the appropriate level for the post.

2.1.7 Protection may be terminated if the employee unreasonably refuses a subsequent offer of a suitable alternative post at the previous grade or a post where the earnings are comparable to the earnings in the previous post.

2.1.8 At the conclusion of the pay protection period, the employee will receive the correct pay for the post into which they have been redeployed. This will be to the maximum (non-contribution) point of the grade for the job into which the member of staff has been redeployed.

2.1.9 If a backdated pay award affects the pay protection calculation, the protected pay figures will be recalculated accordingly.

2.2 Other Conditions of Service

2.2.1 Following transfer to a new post all other conditions of service, with the exception of the pay protection arrangements, will be those pertaining to the new post.

3. ROLES AND RESPONSIBILITIES

3.1 Employee

- a) To engage with the redeployment process when in a period of pay protection.

3.2 Line Managers

- a) To provide support to members of their team who may be moving to a pay protected position.

- b) To provide support to members of their team who may continue to require suitable alternative employment (redeployment) as a result of pay protection.

3.3 Human Resources

- a) To provide further guidance on the application of this Policy when required.
- b) To monitor expiry of pay protection and support redeployment procedures associated with pay protection.

4. RELATED POLICIES AND PROCEDURES

- a) Management of Change Policy and Procedure
- b) Redeployment Procedure
- c) Redundancy Procedure

5. REVIEW, APPROVAL AND PUBLICATION

5.1 As a general principle, this policy will be reviewed by the HR Department, in consultation with recognised Trade Unions, after four years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

5.2 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment, or withdrawal.

5.3 This policy will be published on the University policy zone web page and will also be accessible via the Human Resources web pages.

5.4 Equality issues have been taken into account during the development of policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.

6. ANNEXES

Not applicable.

7. DOCUMENT CONTROL INFORMATION

Document Name	Pay Protection Policy
Owner	Chief People Officer, Human Resources
Version Number	1.0
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Related University Policy Documents	(a) Management of Change Policy and Procedure (b) Redeployment Procedure (c) Redundancy Procedure
<i>For Office Use – Keywords for search function</i>	