

UNIVERSITY COLLEGE LONDON

Assimilation of Individual Staff to New Pay Structures

Scope and Purpose

1. This policy applies to all staff at UCL covered by the Pay Framework Agreement and sets out how staff will move from the current pay scales to the new single pay structure which has been collectively agreed with UCL's recognised trade unions (Amicus, AUT and UNISON) through the New Pay Framework negotiations.
2. UCL is committed to the principles of equal pay for work of equal value and has introduced a single job evaluation scheme (HERA) to measure the relative value of all jobs. The grading, and therefore the salary range, of all posts is determined by the outcome of job evaluation.
3. Assimilation arrangements to the new grading structure will depend on how an individual's current salary relates to the pay range for the grade of the post. There are three possibilities:
 - a. Current salary falls within the salary band of the new grade including the assimilation points¹
 - b. Current salary is lower than the salary band for the new grade (green circled)
 - c. Current salary is higher than the salary band for the new grade (red circled)
4. For the purposes of assimilation, current salary is taken as an individual's basic salary. Any increases in the UCL London Weighting will be paid to all staff receiving UCL London Weighting

Current salary matches pay for new grade (white circled)

5. Where the current salary matches pay for the new grade, the following will apply:
 - The individual will be paid at the point on the new spine which is equal to or immediately above their current salary; and
 - The individual's grade will be confirmed.
 - Exceptions to the assimilation rule outlined above will be those white circled staff on
 - Academic / Academic related point 8 who will assimilate to point 30
 - Academic / Academic related point 9 who will assimilate to point 31
 - Academic / Academic related point 14 who will assimilate to point 38
 - Academic / Academic related point 15 who will assimilate to point 39
 - Lecturer As who will assimilate to point 33

¹ Assimilations points exist for the purpose of assimilation only. There is no progression between assimilation points however they will attract the annual cost of living pay award.

Current salary is lower than pay for new grade (green circled)

6. Where the current salary is lower than the pay at the bottom point of the new grade, the following options will apply:
- The individual is moved to the appropriate higher grade and placed at the bottom of the pay range for that grade.
- or
- By agreement between the individual and manager, the responsibilities of the post will be reduced such that (following re-evaluation of the amended duties of the post) the grading of the post is reduced to reflect the current salary
- or
- By agreement between the individual and manager, the individual moves to a post that has been evaluated at the lower grade if an appropriate one becomes available by means of the ring fencing process detailed below.

Current salary is higher than pay for new grade (red circled)

7. Where current salary is higher than the pay at the contribution threshold of the new grade, the following options will apply:
- By agreement between the individual and manager, the responsibilities of the post will be increased such that (following re-evaluation of the amended duties of the post) the grading of the post is increased from the date at which the new duties are commenced.
- or
- The individual moves to a post at the higher grade if an appropriate one becomes available by means of the ring fencing process detailed below. In the interim the individual will be encouraged to take part in a range of UCL training and development opportunities to maximise his/her chances of moving to a post at a higher grade. In addition Career Management support will be available.
- or
- The individual continues at their current salary level, on a protected basis, for a maximum of four years or until the salary relating to the grade for the post catches up with the individual's salary. In the first two years of pay protection individuals will receive cost of living increases (i.e. individuals will receive the nationally agreed increase payable from 1st August 2005 and 1st August 2006). If at any time during the period of protection, the points of the grade (including assimilation points¹) exceed the frozen salary, the period of protection will end. If the salary of the new grade has not exceeded the individual's frozen salary at the end of the period of protection, his/her salary will reduce to the highest point (including assimilation points¹) on the new grade (as determined by job evaluation).

Ring fencing

8. All support posts becoming vacant after the Pay Framework Agreement implementation will be ring-fenced for individuals who are red circled to offer

them an opportunity to be considered prior to the post being advertised. Where the individual appears to meet the skills and experience for the vacant post as set out in the person specification, departments must grant the individual an interview and the individual who is judged most closely to meet the person specification at interview will be appointed. Those not appointed will be given written feedback about why they did not meet the person specification.

9. Any appointment to a ring fenced post will be subject to the normal 4 week trial period on both sides. If the trial period is not successful, the individual will return to their substantive post.

10. This ring fencing process will run in tandem with the redeployment process.

Market pay allowances

11. There may be occasions when the grading for a post results in an inability to successfully recruit to the post and/or retain staff due to the differential between the salary level for the post as determined by job evaluation and the 'market rate' for similar jobs external to UCL. In such cases it may be appropriate to create a market supplement in addition to the salary for the post. Such a supplement is lawful under the Equal Pay Act (1970) where there is evidence that market factors are the 'material reason' for the post attracting a higher rate of pay than other posts graded similarly. UCL has a Market Pay Policy that sets out when such supplements may be paid; the process by which these cases are considered and approved; and the conditions applied to them.

Monitoring

12. The application of this policy will be monitored by sex, ethnicity, disability and age and the data will be reported to the Human Resources Policy Committee and discussed with UCL's recognised trade unions.

Pay Framework Agreement Negotiation Team October 2005