



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**STARTING SALARY POLICY**

<b>Rev</b>	<b>Date</b>	<b>Purpose of Issue/Description of Change</b>		<b>Review Date</b>
1.				
2.				
3.				
<b>Policy officer</b>		<b>Senior Responsible Officer</b>	<b>Approved By and Date</b>	<b>Equality Impact Assessed and date</b>
Senior HR Officer (Projects and Business Processes)		Tracy Hibbert	HR Task Group – 6 April 2020	October 2019

**Purpose of the Policy**

The Policy aims to support managers in their decision making regarding employment offers and to ensure a consistent and fair approach is taken with regards to starting salaries.

The University recognises that there is the need to allow some degree of flexibility to enable Managers to offer a salary appropriate to the new employee's relevant skills and experience. However, as established in the Equal Pay Statutory Code of Practice manager discretion over starting salaries is a factor which can contribute to non-compliance with equal pay legal obligations. It is therefore important to ensure that pay equity considerations are taken into account at all times and that decisions are not made in isolation but with HR advice and support.

**Scope**

These procedures apply to all roles Graded 1 to 9 on the University's single spine salary scale and the Professorial banding structure.

**Responsibility**

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, and Directors of Professional Services are responsible for the implementation of the Policy within Colleges and Professional Services.

## Core Principles

**External candidates** The normal expectation is that all new starters are appointed at the bottom spine point of the appropriate grade for the role. In exceptional circumstances (e.g. highly experienced, skilled individual) an appointment higher up the scale may be made however this will be subject to an evidence-based case and discussion with the relevant Human Resources Officer prior to any offer being made.

- **Internal appointments to the same grade:** the normal expectation will be an appointment at the same point on grade as their existing role. In such circumstances, an individual will retain their existing incremental progression date.
  
- **Internal appointments to a higher grade:** the starting salary for a member of staff moving to a different post within the University will normally be at the bottom spine point of the appropriate grade of the new role where the new role is of a higher grade. Where the member of staff's current salary is higher than the lowest point (due to their salary being in the discretionary range), appointment equivalent to 1 increment advancement may be made. The normal expectation of an increment on 1 August, as detailed in the Terms & Conditions of employment, will apply.
  
- In **considering appointment to a higher pay point** the principles below should be applied and fulfilled:
  - Does the candidate have the relevant/prior knowledge, skills and experience of undertaking this role within a University or similar environment that would allow them to be competent to undertake the role effectively from the date of commencement?
  - How does the whole benefit package including Pension, Annual Leave etc compare to the candidates current package?

The desire to match an individual's current salary should not be the driving factor where the above questions are not fulfilled, particularly as this is likely to perpetuate any pay differentials, which may have no objective bias.

## **Bangor University related Policies and Procedures**

- Recruitment & Selection Policy and Procedures
- Probation, Advancement, Progression and Promotion Procedures

## **Relevant Legislation (Including, but not limited to)**

- Employment Rights Act 1996
- Trade Union and Labour Relations (Consolidation) Act 1992
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011(SI 2011/1064)
- Equal Pay Act Statutory Code of Practice
- Data Protection Act 1998 and the GDPR Legislation (2018)

## **PROCEDURE FOR STARTING SALARY**

- Where starting salary is offered at the bottom of the scale Managers should liaise with their departmental administrator to progress this in the appropriate system in accordance with normal Recruitment and Selection processes.
- Where considering a higher starting salary Recruiting Managers should discuss this with their relevant Human Resource Officer prior to offering or agreeing any salary with any successful candidate.
- Where candidates do not fulfil the requirements of the principles outlined above but command a higher starting salary due to their current benefits package, consideration will be given to making use of the University's Market Supplement Policy.

### **Grant/External Funded Posts**

- University roles and their grade are established based on the duties and responsibilities of the post utilising the HERA Evaluation System. A Job description should be produced for all roles and advice sought from the relevant HR Officer as to the appropriate grading for research funded posts.

Template Job Descriptions / Person Specifications for Generic Academic, Research, Administrative and Technical roles are available on the HR Website and should be referenced to ensure the person specification and duties are set at the appropriate level.

- The starting salary for individuals appointed to grant/externally funded posts is not determined by the budget having money available to appoint higher up the scale. The principles of this policy must still be applied. Similarly, when submitting bids for grant/external funding, managers must ensure that normal incremental progression within the grade is budgeted for.

### **Example Considerations**

It is not expected that an appointment to a Lecturer 1 (Grade 7) position be made above point 32 of the scale. Individuals appointed to this level of Lectureship role would not normally hold a Teaching Qualification in Higher Education and it is therefore expected that they obtain this before being considered for advancement to Lecturer 2 (Grade 8). Completion of this level of qualification is normally possible within 2-3 years.

The discussion regarding appointing an individual requiring a visa should be held with the relevant HR Officer prior to any offer or agreement on salary being made.

### **Equality Impact Assessment**

This Policy has been Equality Impact Assessed based on consultation and information available at the time of the Policy being developed. A further Equality Impact Assessment will be carried out in conjunction with any review of the policy. This should include consideration of any data (qualitative and quantitative) that could identify any equality related issues that have arisen and require consideration.