

# Policy

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**Title:** Pay Protection – Level 6 only

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**From:** HR/ER

**Date:** 6 June 2014

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## Introduction

As part of the University's revised Academic Reward strategy, payments within the Higher Responsibility Zone for employees at Level 6 of the University pay and grading scale is to cease with effect from 31 December 2014. This pay protection policy applies only to Level 6 staff whose pay is affected by the removal of the Level 6 Higher Responsibility Zone. For pay protection in other circumstances, please refer to the University's Redeployment Policy.

## Policy

The University is committed to supporting employees during the implementation of replacement reward mechanisms for additional responsibilities for Level 6 employees. This policy has been developed to explain the process by which employees will transition to the new Level 6 pay arrangements. The policy will apply to only those employees in receipt of the Higher Responsibility Zone payment as at 31 December 2014 and pay protection will be in place for a maximum of three years thereafter.

## Implementation

1. On removal of the Level 6 Higher Responsibility Zone (HRZ), the basic salary of employees paid within the Level 6 HRZ will revert to the highest pay point of the core Level 6 pay scale (henceforth referred to as the "revised salary"), but the cash value of the employee's previous salary in the HRZ will be maintained, via pay protection, for a defined period (the "protected salary").
2. Pay protection will apply for a period of three years, or until the revised salary becomes greater to or equal to the protected salary, whichever is sooner.
3. Pay protection will take the form of an additional pay element, with a value equivalent to the difference between the revised salary and the protected salary ('the pay protection element'). Any increases in the revised salary, including (but not limited to) cost of living increases and the addition of any new fixed pay elements, will erode the value of the pay protection element, thus maintaining the cash value of the protected salary (further information on the process will be found in related guidance and procedures).
4. At the conclusion of the three year period of pay protection (or earlier at the employee's request) the employee's duties will be assessed in line with the **Responsibility Allowance –Level 6** policy to evaluate the applicability of any on-going payment under this policy. Where this occurs prior to the conclusion of the three year period of pay protection, any Responsibility Allowance implemented will either replace or reduce the pay protection element, as per points 2 and 3 of this policy.
5. Pay protection payments will be pensionable.
6. Any sick pay, holiday pay, maternity, paternity or adoption pay will be based on the protected salary.
7. Pay protection will cease upon promotion/move to a Level 7 role.
8. Pay protection will cease where an employee voluntarily moves to another role at the same grade, or a lower grade. This will not apply to compulsory redundancy cases in line with the selection criteria in place at the time.
9. The protected salary, and therefore any pay protection, will reduce on a pro-rata basis when an employee's hours reduce. Where an employee's hours increase, the pay protection element will not

increase above the original cash value of the protected salary. Therefore, only core salary will increase in line with the increased hours worked. These provisions apply whether or not the change is temporary or permanent. Worked examples will be provided in the guidance.

In line with the above, line managers should make an assessment of when and if an application for a Responsibility Allowance is appropriate for an employee affected by this policy. A successful application for this supplement will result in an objectively justified and reviewable pay element which satisfies the University's equality obligations.

Affected employees wishing to seek promotion/application to Level 7 will be able to draw on support from their line management to assist their career development and allow them to be a stronger candidate for a Level 7 post. Your line manager or Head of Department will work with you to identify new areas for development and produce an action plan accordingly.

### **Maintaining this policy**

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines. All policies within the University of Southampton are subject to equality impact assessment prior to implementation or modification.

This policy will be reviewed at least annually in partnership with the appropriate recognised trade unions.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
July 2014	1	New policy	A-M Ciarleglio	UCU JNC