

# Policy

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**Title:** HIGHER RESPONSIBILITY ZONE (HRZ)

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**Ref:** HR/REW/Version 2.0

**Last updated:** 05/11/2014

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THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

Please note as part of the University's revised 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.

## **Definition**

A Higher Responsibility Zone (HRZ) is a discretionary pay zone above core pay ranges, intended to be used specifically to remunerate staff for assuming additional responsibility.

They should **not** be used for the following reasons:

- To reward performance (for which the Staff Achievement Scheme is more appropriate).
- To act as a market supplement to help recruit and retain staff (the Reward team in Human Resources should be approached in such cases to establish whether there is sufficient justification for a market supplement to be added to basic pay in specific instances)

The HRZ aims to provide an appropriate reward for staff who are in roles that are graded at a certain Level but where post holders are clearly assuming responsibilities over and above the 'norm' for that Level and significantly into the next Level. However, the scope of these responsibilities is not sufficient to warrant the post being regraded substantively at the next job Level.

Only a minority of staff at any Level in the grade structure would be expected to progress through to the HRZ, because the 'norm' for the Level will be the Core Pay Zone.

## **Progression to a Higher Responsibility Zone (HRZ)**

Heads of Academic Unit or Professional Services may put forward or approve cases for progression into or through a HRZ using Form HRZ 1, clearly indicating the effective date of the additional responsibilities. Individual members of staff who feel that their posts have assumed significant additional responsibilities to support movement into the HRZ should discuss the matter with their line manager in the first instance, and subsequently submit a written case to the line manager if it still thought by the individual that a strong case exists. If the individual finds themselves in a situation where their application to a HRZ is not being considered, they have the option of using the University's formal Grievance Procedure.

Discretion needs to be exercised within the criteria set out below and should not be reliant on the Academic Unit/Professional Service's budget.

If the criteria are met, Human Resources will approve all recommendations.

## **HRZ Criteria**

Placing any job at a level within the pay and grading structure is achieved by examining an up-to-date job description against the profile definitions given within the [Career Pathways and Job Families booklet](#). Each

post's current position in the job family structure will have been based on a detailed re-grade and/or formal job evaluation.

To justify consideration for further progression, therefore, a case needs to be made to the Head of Academic Unit/Professional Service that clearly demonstrates:

- a) The post meets a substantial amount of the representative profile statements of the next Level in the appropriate job family (but not enough to satisfy a full regrading); and
- b) The post is now assuming more responsibility than when the job was initially graded/evaluated to its current Level. Evidence for additional responsibility is needed before any progression can be approved by the Head and sent to Human Resources for processing; this can be done by including old and new job descriptions with additional responsibilities highlighted, together with relevant organisation charts, if appropriate.

Examples of where additional responsibility is being assumed must be included with Form HRZ1

Justification of movement to or through the HRZ should therefore be based on the examination of the statements at the next Level, examples of what is being done to meet the statements at the next Level, and detailed evidence for additional responsibility since the post was last matched to its current Level or HRZ point.

Movement through an HRZ is limited to a maximum of one point in any 12 month period. Once paid in the HRZ, any progression within the zone is dependent on further additional responsibility of a qualifying nature being taken on, and a new case being made with Form HRZ1 to the HR Manager of the Faculty.

**Note**

To be clear, almost all of the profile statements in all of the sections at the next Level of the relevant [Job Family](#) must be met to justify a full re-grading. Obviously, some statements are not always relevant to the role but more appropriate statements at the equivalent Level of responsibility would normally replace them.