

Policy

Title: ADDITIONAL & DISCRETIONARY INCREMENTS

Ref: HR/ER/Version 1.2

Last updated: 10 October 2012

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

Heads of Academic Unit/Professional Service are free to make individual recommendations for additional increments within a pay range and for movement onto discretionary pay points, where these are available. Heads of Academic Unit/Professional Service have delegated authority to make Awards within their budgets, although they may wish to discuss these at School or Professional Service review meetings.

Recommendations should be forwarded to the HR Manager, who would normally accept and implement the recommendation and write to the post holder. In exceptional circumstances, where any recommendation seems anomalous, the recommendation may be referred back to the Academic Unit/Professional Service for further consideration. Where a dispute arises, reference will be made to the Head of Reward/Reward Manager, who will make a recommendation to the Director of Human Resources whose decision will be final.

Awards will be effective from the date authorised by the Head of Academic Unit/Professional Service, but should take into account the normal incremental date as appropriate.

Criteria for the Award of Additional or Discretionary Increments

Additional Increments

The annual incremental salary system recognises continuing capability and competence year on year with experience in post. However, if an individual has demonstrated progress in capability and competence above the normal expectation or has taken on additional responsibility within the existing grade, then an additional increment can be awarded at any time over and above that of the normal annual increment. Account should be taken of the normal annual increment, in cases where the additional increment is awarded at the same time.

In order to submit a case the Pro-forma for Award of an Additional or Discretionary Increment (HRA1) should be completed.