

Starting Salary Guidance

Purpose and Scope

The University is committed to the principle of equal pay for work of equal value for its employees. In accordance with this, it should be noted that it is unlawful to discriminate unfairly in the process of pay determination.

The purpose of this document is to ensure that there is consistency in the application of agreed criteria and fairness in the approach to starting salaries within the recruitment and promotion processes and to ensure compliance with Equal Pay legislation.

It is the responsibility of those involved in these processes to make sure that equal pay principles set out below are followed. Further support, advice and guidance can be provided by the Department of People and OD.

This guidance applies to all University appointments.

Decisions regarding starting salaries

Starting salaries include the salary that is paid to:

- A new employee joining the University
- An existing employee, promoted to a new grade or job

New appointees, either as a new employee joining the University or an existing employee promoted to a new grade or job will normally be placed on the minimum salary point of the grade in order to maintain equal pay principles. However, the University recognises that this policy may require deviation at times due to external factors. It must be noted that any starting salary for new appointees that is required to be offered above the minimum of the scale must be supported by objective justification, evidence of which may be called for in defending a claim made on the grounds of equal pay.

Any deviation from starting on the minimum salary point must be authorised by the appropriate HR Business Partner and recorded in detail.

Criteria to be considered when seeking placement above the Minimum Salary Point

1. Current/most recent salary

The current or most recent salary of the successful candidate may play a key role in determining the salary. The current or most recent salary must be verified with the current/most recent employer. It is not sufficient to accept what is detailed in the application form. Furthermore, there should be sufficient evidence obtained during the interview process to demonstrate the successful candidate's proven skills and knowledge required for the particular role as detailed in the Job Description and Person Specification.

2. Previous relevant experience

The successful candidate may have a significant amount of previous relevant experience in the role that they are about to start. However, length of service should not be the sole factor which justifies a salary offer above the minimum of the scale. There should be sufficient evidence obtained during the interview process to demonstrate the successful candidate's proven skills and knowledge required for the particular role as detailed in the Job Description and Person Specification.

3. Current salaries of existing staff on the same grade, or with similar responsibilities and duties.

Consideration should not only be given to those within the department you are recruiting to, but also to staff across the University – this will be carried out by the Department of People and OD.

4. Equal Pay and Equal Opportunity Policies

Is the starting salary likely to result in inequality, the potential for dissatisfaction and an equal pay case? This can be assessed in conjunction with the Department of People and OD.

Monitoring & Review

The operation of this guidance document will be monitored and reviewed by the Department of People and OD on an annual basis and in conjunction with Equal Pay Audits carried out by the University.

Department of People and OD

STARTING SALARY RECORD AND APPOINTMENT FORM

RECRUITMENT INFORMATION

Vacancy Reference		
School/Department		
Job Title		
SUCCESSFUL CANDIDATE		
Date of starting		
Fixed term Yes / No	Period of Contract	
Attendance at induction course	Yes / No	
Names of candidates to be kept in reserve	1 st Reserve:	
	2 nd Reserve:	
References received		
OH Confirmation of fitness for work		
Disclosure required		

SALARY INFORMATION

New appointments

This form must be completed for any starting salary for new appointments offered above the minimum point of the grade. Any salary offered above the minimum point of the grade must be supported by objective justification as evidence may be called for in defending an equal pay claim.

Promoted/transferred employees

Employees who are promoted or transferred to a new grade will begin at the minimum point of the grade. Objective justification must be recorded in all cases where an exception is made to this principle.

Grade of post		
Scale points and salary amounts within grade		
Starting salary offer	Point:	Salary:
If applicable, please state the individual's most recent salary and employer Salary: _____ Employer: - _____		
Please confirm that current salary has been verified:		
If starting salary to be offered is above the minimum please give reason:		
What checks have been made to verify that this salary is equitable with other employees within the Department/School/University whose posts have similar qualifications and experience requirements and whose post holders have a similar length of service?		
Chair of Interview panel:	Date:	
HR Business Partner:	Date:	