



The  
University  
Of  
Sheffield.

Dear Colleague

## The University of Sheffield Grading Scheme: Implementation of Framework Agreement

We are delighted to inform you that negotiations have successfully concluded on a recommended package for staff at the University of Sheffield. This package, to implement the Framework Agreement (and Memorandum of Understanding), is for all staff other than professorial and clinical academics. It will be subject to acceptance through a ballot of all recognised trade union members.

For the first time, the vast majority of University of Sheffield staff will be on a single grade structure, thus underlining the vital role that all staff play in contributing to the success of the University. In addition, terms and conditions of service have been revised so that they are the same within each grade and as far as possible, throughout the grades.

We have reached agreement on the placement of the new grades against the national spine as attached. The University of Sheffield Grading Scheme provides an improved package of pay and conditions for many of our staff, with over £4m being added to the annual cost of salaries, and incorporates three additional points to extend the spine. For the first time, all staff at every level, as well as being able to progress through their grade incrementally, will have the opportunity to earn additional pay through the exceptional contribution award scheme.

We are pleased to recommend this greatly improved package to you. Subject to positive ballots, it is expected that staff will receive notification of their individual position in October.

Yours sincerely

*Professor Bob Boucher, Vice Chancellor*

*Professor Tony Crook, Chair of Pay & Reward Review Group*

*Rosie Valerio, Director of HRM*

*John Behagg, Deputy Director of HRM*

*Gill Battye, Assistant Director of HRM*

*Tracey Clarke (SAUT)*

*Sue Cresswell (Unison)*

*Martin Bentley (Amicus)*

*Richard Ellin (TGWU)*

*Sue Hill (GMB)*

Pay & Reward

## Grade structure and salaries

Spine Point		Grades		Pay spine
54	9.10		50,589	
53	9.9		49,115	
52	9.8		47,685	
51	9.7			46,296
50	9.6			44,947
49	9.5			43,638
48	9.4			42,367
47	9.3	8.11		41,133
46	9.2	8.10		39,935
45	9.1	8.9		38,772
44		8.8		37,643
43		8.7		36,546
42		8.6		35,482
41		8.5		34,448
40		8.4		33,445
39		8.3		32,471
38	7.12	8.2		31,544
37	7.11	8.1		30,607
36	7.10	8.0		29,715
35	7.9			28,850
34	7.8			28,009
33	7.7			27,194
32	7.6			26,401
31	7.5			25,633
30	7.4			24,886
29	7.3	6.8		24,161
28	7.2	6.7		23,457
27	7.1	6.6		22,774
26		6.5		22,111
25		6.4		21,467
24	5.9	6.3		20,842
23	5.8	6.2		20,235
22	5.7	6.1		19,645
21	5.6			19,073
20	5.5			18,537
19	5.4			17,978
18	5.3	4.8		17,454
17	5.2	4.7		16,946
16	5.1	4.6		16,452
15		4.5		15,973
14		4.4		15,508
13		4.3		15,056
12	3.7	4.2		14,618
11	3.6	4.1		14,192
10	3.5			13,778
9	3.4			13,377
8	3.3			12,987
7	3.2			12,609
6	3.1	2.4		12,242
5		2.3		11,885
4		2.2		11,539
3	1.3	2.1		11,203
2	1.2			10,877
1	1.1			10,560

Figure 1 (left): The 2004 national 51 point pay spine with supplementary Sheffield points.

Increments will be effective from 1 January.

Cost of living rises will continue to be negotiated nationally and will be effective from 1 August.

From January 2006:

Grade 8 normal range will start at spine point 37

Grade 7 normal range will end at spine point 36

Grade 7 exceptional range will end at spine point 39.

The grade boundary between Grades 6 and 7 will be reviewed over the next 2 years, with the aim of lengthening Grade 6 and shortening Grade 7.

Figure 2 (below): The ranges of points within each grade.

Point	Description
	Normal Contribution point
	Exceptional Contribution point

## Progression within the grade

Each grade will be made up of a number of points from the new pay spine, and has two ranges of points: the normal range and the exceptional range.

### The normal range

In the normal range, the expectation will be that staff will progress through the increments on an annual basis. As now, increments may be withheld as part of performance measures.

Accelerated progression through the normal range will also be available through the use of exceptional contribution awards.

### The exceptional range

In the exceptional range, staff progression will be on the basis of sustained exceptional contribution through the use of exceptional contribution awards.

### Exceptional contribution awards

Exceptional contribution awards will be available for all staff and throughout all grades. In the first year of receiving an exceptional contribution award, a member of staff receives a one off payment equivalent to an increment (circa 3%); this is not consolidated. If an award is received the following year, the first award is consolidated to a permanent increment and a further one off payment is also made.

Staff at the top of the exceptional range will continue to be eligible for exceptional contribution awards in the form of a one off payment.

On an annual basis, departments will be asked to recommend staff for exceptional contribution awards. Once the revised Staff Review and Development Scheme (SRDS) has been fully implemented, it will become the mechanism for identifying recommended cases.

## Promotion

Progression between the grades will be through an annual promotion process. Jobs may be put forward by either the Head of Department or the staff member. The primary criteria for assessment of jobs for promotion will be the grade profiles, and agreed procedures will be used.

The Academic Promotions Committee will continue to consider all promotions to Grade 9 level.

## Terms and conditions

The agreed and negotiated revisions to terms and conditions will be:

### Grades 1 and 2

- **Hours of Work:** 37 per week.
- **Overtime:** Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- **Annual Leave:** 27 days, plus 3 closure days, plus 8 Bank Holidays.
- **Pension scheme:** The University of Sheffield Pension Scheme.

### Grades 3, 4 and 5

- **Hours of Work:** 35 per week.
- **Overtime:** Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- **Annual Leave:** 27 days, plus 3 closure days, plus 8 Bank Holidays.
- **Pension scheme:** The University of Sheffield Pension Scheme.

### Grade 6

- **Hours of Work:** 35 per week.
- **Overtime:** Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- **Annual Leave:** 27 days, plus 3 closure days, plus 8 Bank Holidays.
- **Pension scheme:** The Universities Superannuation Scheme.

### Grades 7, 8 and 9

- **Hours of Work:** Nominal 35 per week.
- **Overtime:** Not applicable.
- **Annual Leave:** 30 days, plus 3 closure days, plus 8 Bank Holidays.
- **Pension scheme:** The Universities Superannuation Scheme.

### Sick pay entitlement is the same for all grades:

	Full Pay	Half Pay
<b>Year 1 – first 3 months</b>	2 weeks	2 weeks
<b>Year 1 – after 3 months</b>	2 months	2 months
<b>Years 2 and 3</b>	3 months	3 months
<b>Years 4 and 5</b>	5 months	5 months
<b>After 5 Years</b>	6 months	6 months

### Notes

- These terms and conditions will come into effect, wherever practicable, from 1 October 2005.
- Part time hours and leave will be pro rata.
- Individual working patterns will be agreed in order to meet local business needs; no changes will be made to existing working patterns without individual agreement.

- All paid overtime must be agreed in advance and may be taken as time-worked off in lieu.
- All staff in Grades 1 to 6 will have 5 agreed days of work (for most staff these will be Monday to Friday) and all hours up to 40 worked within this standard working week will be paid at plain time; any hours over 40 will be paid at time and a half. Any hours worked on days 6 and 7 will be paid at premium rates.
- Closure days will be agreed by Council each year and will normally be expected to lie between Christmas and New Year.
- The length of the standard working week for staff in Grades 1 and 2, who are moving from a 35 to a 37 hour week, will be protected at 35 hours for 4 years.

## Additional payments

A number of additional payments will continue to be available for:

- Temporarily 'acting up' to a job of a higher grade
- Undertaking defined roles in addition to the substantive post.

## Premium rates

A number of premium rates will apply for staff in Grades 1 to 6:

- x 1.3 for work between 10.00 pm and 6.00 am
- x 1.5 for all hours worked on the 6th worked day of the week
- x 2 for all hours worked on the 7th worked day of the week
- x 2 for all hours worked on University Closure Days
- x 2 for all hours worked on Bank Holidays (plus time-worked off in lieu).

Existing allowances will continue for alternating and rotating shifts.

## Call out

An appropriate mechanism will be available to reward staff on all grades who are, on a regular basis, on call and are subject to 'call out' to perform duties out of normal working hours.

## Pensions

All new staff will be eligible to join the appropriate pension scheme for their grade.

Existing staff, who are already members of a pension scheme, which is different from the one associated with their grade, will be able to choose whether to stay in their old scheme or to join the scheme for their grade. Members of staff in this situation are recommended to take independent financial advice.

## Assimilation

All staff, who are eligible to be paid on the University of Sheffield Grading Scheme, will move from the existing pay scales and spine to the new pay scales and spine on the basis of: their old grade and salary; their new grade as identified through job matching; and agreed procedures.

The University is investing circa 4% of the annual pay bill in this move, giving the majority of staff an increase in pay.

In general, staff will move to the next point on the new pay spine above their current salary.

Staff who are green circled – matched into a grade higher than indicated by their old grade – will move immediately to a point on the higher grade.

Staff who are red circled – matched into a grade lower than indicated by their old grade – will have their salaries frozen at their old level and their pay protected for 4 years. During this period, they will be given the opportunity to start a personal development plan, with the intention of either growing their job, or developing themselves so that they are able to move into a higher graded job.

## Appeals

All staff will have the right of appeal following the move to the University of Sheffield Grading Scheme.

An appeal must be based on either relevant information having been omitted from the job summary at the time of job matching, or an incorrect application of the grading criteria.

The appeals process allows for staff to have their jobs re-matched, with a full job evaluation at final appeal.

## Staff Review and Development Scheme

The Staff Review and Development Scheme (SRDS) has been revised to focus on: a review of the previous year in relation to agreed objectives; setting and agreeing new objectives; contribution assessment; and development review. All staff will have an annual review with their line manager. Through contribution assessment, the revised SRDS scheme will provide a consistent mechanism for recommending exceptional contribution awards. All recommendations for exceptional contribution awards will be reviewed at both departmental and central level to ensure that the scheme is being consistently applied.

## Market supplements

To ensure that there is fairness and transparency over the components of pay, all jobs will be graded according to the grade profiles. In special circumstances a market supplement may be applied in addition to, and separate from, grade pay in order to recognise market issues. All market supplements will be applied using agreed procedures based on objective evidence, and their usage will be reviewed.



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