

AGREEMENT FOR THE IMPLEMENTATION OF THE JNCHES FRAMEWORK AGREEMENT FOR THE MODERNISATION OF PAY STRUCTURES AT THE UNIVERSITY OF MANCHESTER

1. Preamble

This agreement represents the final implementation of the National Framework Agreement within the University of Manchester.

It replaces the interim arrangement introduced in April 2006 (except where terms of this agreement are specifically referred to in this document or its appendices), and all other existing agreements, arrangements and practices relating to the pay and terms and conditions of employment detailed within this document and its appendices.

The JNCHES Framework Agreement for the Modernisation of Pay Structures was developed in partnership between employers' and trades unions' representatives under the arrangements detailed in the June 2001 agreement establishing JNCHES.

The National Agreement provided a common framework for pay arrangements. At the same time it recognised that the diversity amongst individual HE institutions would necessitate partnership working with trade union representatives at a local level in order to achieve effective implementation.

Local implementation was complicated further by the harmonisation issues arising out of the merger of the former Victoria University, Manchester and University of Manchester, Institute of Science and Technology to form the University of Manchester in October 2004.

In order to address some of these issues and meet the implementation deadline of 1 August 2006, an interim arrangement was put in place that provided for a single pay spine and a methodology for assimilating staff onto it.

2. Guiding Principles

The following principles underpin all aspects of this agreement. The University of Manchester will adopt pay and grading structures that:

- Have been developed in partnership with the recognised trades unions, working to reach negotiated agreements;
- Link with the national pay spine in a clearly defined manner;
- Support the achievement of equal pay for work of equal value, with the application of pay points to staff being transparent, consistent and fair;
- Base the allocation of staff to grades on the outcomes of agreed job evaluation methodology;
- Apply common grading across all staff groups;
- Are appropriate to the objectives and culture of the University
- Have regard to the resources likely to be available to the University
- Attract, retain and motivate staff, rewarding appropriately their knowledge, experience and contribution

3. Parties to the Agreement

This is an agreement between the University of Manchester, and the University's recognised trade unions, namely The University and College Union (UCU), UNISON and UNITE (together the "campus trade unions") regarding the implementation of the JNCHES Framework Agreement for the Modernisation of Pay Structures at the University of Manchester.

4. Date of Effect

This agreement will take effect from **1 September 2010**.

5. Scope

This agreement applies to all staff employed at the University of Manchester with the exception of individuals:

- Employed as Professor or equivalent
- Employed on clinical grades
- Employed by wholly owned subsidiary companies of the University, including the following companies
 - i. UMIC
 - ii. UMIP
 - iii. Dryden Street Nursery Ltd
 - iv. UMC Ltd
 - v. Tabley House Trust
- Engaged on a casual/claims basis who are not employees

Separate pay and grading arrangements are in place for those staff employed as Professor or equivalent and for payments relating to staff taking on temporary senior roles such as Head of School, Associate Dean etc.

6. Job Evaluation

6.1 Academic Staff

Academic role profiles have been agreed with reference to the National Library of Academic Role Profiles (NLARP). Academic staff (including research staff) will be allocated to an academic role profile within the academic job families set out in the NLARP. Allocations will be made based on the table attached at [Appendix A](#).

6.2 Support and Academic Related Staff

Support and academic related role profiles have been developed using the HERA job evaluation methodology. A suite of benchmark profiles was developed using data obtained from full role evaluations. These benchmarks have been used to develop a profile for each role within each school/faculty/directorate of the university. A profile will also be developed for any historical roles that have been occupied by current staff since 1 October 2004.

Where a former member of staff has applied in writing to be notified of the pay and grading outcome for their role, a role profile will be developed if one doesn't exist already.

6.3 Teaching Assistants

As part of its current review of the use of Teaching Assistants to support undergraduate teaching, the University will:

- produce appropriate, up-to-date job descriptions and person specifications to cover the range of duties that Teaching Assistants currently perform;
- Develop role profiles using HERA methodology and with reference to the NLARP where appropriate ;
- ensure that appropriate contracts are issued to all Teaching Assistants who are employees of the University;

- ensure that appropriate procedures are in place to ensure that Teaching Assistants who are employees of the University are not treated as 'casual'. This may include the use of pro-rata contracts;
- review and, where necessary, harmonise the current hourly rates of pay in the light of the current grading structure and using the same principles as apply to other staff.

6.4 Standardisation of Role Titles and Supporting Documentation

A working group consisting of appropriate representatives from senior management and human resources shall be convened at the earliest opportunity following completion of the appeals process to agree a process and schedule for streamlining role profiles and standardising role titles. Trade union representatives shall be consulted and their views sought on the underpinning principles and, subsequently, at each stage of this process before any decisions are taken.

7. Pay

7.1 Pay and Grading Structure

The new pay and grading structure is attached at [Appendix B](#).

7.2 Assimilation to the new pay structure

All staff covered by this agreement will be assimilated to the new pay and grading structure based on the grade appropriate to the HERA point score for the role profile they have been allocated to and in accordance with the Assimilation to New Pay Structure Policy attached at [Appendix C](#).

7.3 Pay on Appointment

Appointments shall normally be made to the bottom point of the scale. An increment shall not be paid until a minimum of six months service in post has been accrued. As such anyone with less than six months service in post as at 1 August shall be paid their increment the following August. Thereafter pay shall increase by annual increments on 1 August of each year until the maximum point on scale is reached.

The minimum entry point for Lecturer A (Teaching and Research) shall be point 33, and there will be no impediment to progression of such staff to Lecturer B (Grade 7) provided there is continued satisfactory performance.

7.4 Progression within Grade

Pay shall increase by annual increments on 1 August of each year (subject exceptionally to established procedures for handling performance problems) until the maximum point on scale is reached.

Individuals with a legacy incremental date of either 1 January or 1 October shall retain this date until such time as they change job, are re-graded or reach the top of the scale.

Accelerated progression within grade shall be in accordance with the Recognising and Rewarding Exceptional Performance Policy attached at [Appendix D](#).

The Reader scale shall extend through the contribution points of grade 8 up to and including point 54.

7.5 Progression between Grades

For **academic (and research) staff** (as defined in Appendix A) the progression between grades shall be in accordance with the Promotion of Academics Policy attached at [Appendix E/E1](#). A

joint working party consisting of UCU and University representatives already exists to review the academic promotions criteria with reference to the NLARP where appropriate. This group will also develop criteria for promotion to grades 6 and 7 for teaching-focussed and research-focussed staff. Recommendations will go to the Negotiation and Consultation Committee for agreement.

For **support and academic related staff** progression between grades shall be in accordance with the Re-grading Policy and Procedures attached at [Appendix F](#).

7.6 Market Supplements

Premia will be applied and reviewed in accordance with the provisions of the Market Pay Policy attached at [Appendix G](#).

7.7 Pay Protection

The principles described in Appendix F of the National Framework Agreement shall be adhered to and supplemented by local procedures as described in the Pay Protection Policy attached at [Appendix H](#).

7.8 Red Circled Roles

A review group chaired by the Deputy Director of Human Resources and consisting of appropriate representatives from senior management, human resources and the campus trade unions shall be convened at the earliest opportunity to agree a process and schedule for reviewing and wherever possible reducing the number of red circled roles. The terms of reference for this working group can be found at [Appendix I](#).

7.9 Review of Pay Scales

Working in partnership with campus trade unions, the University undertakes to review the pay and grading structure. This work will commence within three years of the date of the final agreement.

8. Terms and Conditions

Grades 1-5 shall be deemed to be support staff.

Grades 6-8 shall be deemed to be academic, academic related or research staff as defined by statutes and ordinances.

The exception to this rule will be grade 5 research focussed staff and grade 5 teaching focussed staff who shall be deemed to be research or academic staff as defined by statutes and ordinances and shall be afforded the terms and conditions of employment as set out in Appendix J.

8.1 The harmonised terms and conditions are set out in [Appendix J](#).

8.2 Pensions

All staff employed within Grades 1-5 with the exception of grade 5 research focussed staff and grade 5 teaching focussed staff will be eligible to join the University of Manchester Superannuation Scheme (UMSS).

All staff employed within Grades 6-8 together with grade 5 research focussed staff and grade 5 teaching focussed staff will be eligible to join the Universities Superannuation Scheme (USS).

Any member of staff who has their grade increased or decreased as a result of this agreement being implemented, and who consequently becomes eligible to join either UMSS or USS, shall have the option of either retaining membership of their existing pension fund or joining the fund appropriate to their new grading arrangements.

This option applies only to those staff re-graded as a result of implementation of the final agreement. For any future re-grades, normal eligibility criteria shall be applied.

All staff that have retired since 1 October 2004 and are in receipt of a benefit from a University sponsored pension scheme will have their post(s) since October 2004 reviewed and where necessary, evaluated. Should their substantive salary be lower than the appropriate pay for grade, they will be assimilated in accordance with Appendix C 1.2, eligible for back-pay and where appropriate, a revision of their pension benefits.

9. Appeals

Where a member of staff is dissatisfied with the role profile that they have been allocated to, there will be a right of appeal in accordance with the Procedure for Dealing with Appeals arising from final implementation of the National Framework Agreement attached at [Appendix K](#).

10. Staff Development and Review

The University recognises that access to training and development is important both for the motivation of staff and to enhance their contribution to the institution.

As such, the University will make available suitable training and development opportunities to all staff.

In addition, and in accordance with the principles set out in the National Framework Agreement, the University will operate regular development reviews for all staff with a view to facilitating both the improvement of performance to meet institutional objectives and career development for individuals, and will offer suitable development opportunities in light of these. The Performance and Development Review Procedures and Guidance Notes for Academic and Academic Related Staff and Support Staff are attached at [Appendix L](#) and [Appendix M](#) respectively.

11. Equal Opportunities

The principles of equality of opportunity and equal pay for work of equal value shall underpin this agreement.

Working in partnership with campus trade unions, the University will commence the first equal pay audit within one year of the appeals process being completed.

11.1 Equality Impact Assessment

It is noted that this agreement has the potential to affect all groups of staff across the University therefore an initial assessment has been undertaken to establish how the potential equality impact will be monitored.

All job evaluations that have taken place as part of this agreement have been undertaken following methodologies agreed and impact assessed at a national level.

The remaining suite of policies, procedures and processes that underpin this document will each undergo an equality impact assessment and specific areas have been prioritised in the table below.

Specific consideration shall be given to the impact in relation to gender, race and disability. In addition, wider consideration shall be given to impact in relation to age, religion and belief and sexual orientation

Area to be assessed	Monitoring process	Monitoring frequency
Pay Protection and Red Circled Roles	Red Circle Review Group	Quarterly
Pay and Grading Appeals	JNCC Working Group	Quarterly
Pay & Grading Structure	Equal Pay Audit	Annually
Pay on Appointment	Equal Pay Audit	Annually
Terms & Condition of Employment	Equal Pay Audit	Annually
Progression within Grade	Equal Pay Audit	Annually
Progression between grades	JNCC Working Group	Annually
Market Supplements	JNCC Working Group	Annually
Performance & Development Review	JNCC Working Group	Annually

To support these assessments mechanisms will be established that monitor and report employee data in relation to disability, gender and race.

These assessments will be undertaken in consultation with the Human Resources equality impact assessment working group and where appropriate staff network groups.

12. Timetable for Review

Action	
Red circled roles	Commence immediately
Streamline profiles and standardise role titles	Commence after appeals
Academic promotions policy	ongoing
Review of GTA/Demonstrators	Completed by 31 December 2010
Pay scale review	Commence within 3 years of implementation

13. Appendices

- Appendix A [Assimilation of Academic and Research staff to NLARP](#)
- Appendix B [Pay and Grading Structure](#)
- Appendix C [Assimilation to New Pay Structure Policy](#)
- Appendix D [Recognising and Rewarding Exceptional Performance Policy](#)
- Appendix E [Promotion of Academics Policy](#)
- Appendix E1 [Guidance Notes: Criteria for Academic Promotions](#)
- Appendix F [Re-grading Policy](#)
- Appendix G [Market Pay Policy](#)
- Appendix H [Pay Protection Policy](#)
- Appendix I [Red Circle Review Group terms of reference](#)
- Appendix J [Summary of terms and conditions](#)

- Appendix K [Procedure for dealing with appeals arising from final implementation of the National Framework Agreement](#)
- Appendix L [Performance and Development Review Procedure and Guidance Notes for Academic and Academic Related Staff](#)
- Appendix M [Performance and Development Review Procedure and Guidance Notes for Support Staff](#)

Signed By:

..... (for the University of Manchester)

..... (for UCU)

..... (for UNISON)

..... (for UNITE)