



## **INTRODUCTION**

This document outlines some general principles and guidelines in relation to the College's procedures for considering applications from non-academic staff for consideration their rates of pay. It does not form part of the contract of employment between a member of staff and the College.

## **GENERAL PRINCIPLES**

St Catherine's College has decided to adopt the national pay spine as the basis for pay arrangements for support staff. In the case of administrative support staff this spine has been adopted as a contractual arrangement. For all other support staff (e.g. domestic, maintenance, gardens) it acts as a guide to the setting of pay.

When recruiting, the College will advertise the salary of individual posts at a particular spinal point (or range of spinal points). This spot salary or range will be decided upon on the basis of College Officers' assessment of local (or national, where appropriate) market rates and a consideration of where the range of duties and responsibilities to be undertaken/ held in order to fulfil the requirements of the post, place that post in the support staff employment structures of the College.

College Officers will take account of market factors and changes in the nature and responsibilities of a post (as identified in discussions with staff and also in the appraisal process) and will use this information in decisions on annual cost of living increases.

## **REQUESTING A REVIEW**

The College recognises that, over time, there may be changes to the responsibilities or market rates that relate to a particular post which may not have been taken on board by College managers.. Where this is the case, a member of staff who has been in their post for at least one year may request a review of the spinal point allocated to their post.

In the first instance, the member of staff should discuss the matter with their manager. In particular, the member of staff should seek to identify those areas within their role where they feel that there have been changes which justify a review of the post's grading. These might include (but are not limited to) changes in the nature of the supervision given to the post, the supervisory responsibilities of the post, the complexity of its duties, the level of decision-making withing the role, the level of responsibility and risk associated with the post, the level and status of the contacts made during the course of the work, etc. These details are to be included in a letter to be submitted to the Personnel Advisor. The member of staff's manager will be invited by the Personnel Advisor to provide their observations on the application.

The Personnel Advisor shall forward the member of staff's letter and manager's observations to the Home Bursar, who shall present the application to the Finance Committee. The Finance Committee shall review the documents presented by the Home Bursar and, reserving the right to consult with others, either within or outside the College, take one of the following decisions in respect of the application:

- a) that the post-holder is currently allocated the correct spinal point, and that salary should remain unchanged.
- b) that the post holder is currently allocated a spinal point higher than is justified, but that the post holder be protected on that spinal point.
- c) that the post holder is currently allocated a spinal point lower than is justified, and that appropriate funding be made available for the post holder to move to a higher spinal point.

## **FEEDBACK**

The decision of the Finance Committee shall be communicated to members of staff in writing.