



University of  
St Andrews

## Framework agreement

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<b>Purpose</b>	This paper details the agreement reached between the University of St Andrews, AMICUS, UCU, and UNISON on Assimilation Principles for the new 52-point scale.

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## 1. Assimilation process - 1 August 2006

- 1.1 The following are the mechanisms in accordance with which all staff, excluding Trades staff, will transfer to the new 52-point scale (which is attached as [Appendix A](#)), with effect from 1 August 2006. Trades staff will be assimilated to the new pay structure on the completion of role analysis and local negotiation regarding current conditions and pay elements. Any change will be backdated to 1 August 2006.
- 1.2 The following process will be followed in moving staff from their current salary to the new 52 point salary scale:

<b>Step 1</b>	Apply increment (where applicable) <b>#</b>
<b>Step 2</b>	Assimilate to new point on new grade on new scale <b>##</b>
<b>Step 3</b>	Apply pay settlement to the new salary structure.

**#** All incremental dates have been harmonised to 1 August, commencing 1 August 2006. Employees must have 6 months' service in post prior to 1 August before receiving an increment.

**##** Staff will be assimilated to their appropriate grade as set out in [Appendix B](#). Staff will then be matched to a point on their appropriate grade representing no less salary than they would have received on their former scale on 1 August 2006.

## 2. White Circling

2.1 The aim of assimilation is to ensure that, whenever it is consistent with equal pay requirements, current members of staff receive no less money than they would have at any time received given their present grade and salary point. As a result of this:

- Specific colleagues will be guaranteed a trajectory which skips certain incremental points to remove detriment;
- Staff who are currently on a discretionary point who assimilate to a non-discretionary point on their new grade without being green-circled will, when they reach the top of their new grade, proceed to the first discretionary point on that grade. Staff on ALS, ALR, ALC5, AO5, AR3 points 26\* and 27\* will proceed to points 51\* and 52\* (Grade 8) respectively on 1 August 2007.
- Staff who are currently on a discretionary point who will see no immediate or future increase in consequence of assimilation will be moved to the following points on the new scale with effect from 1 August 2006. For example:

<b>CG3 19*, RND 19*, TG 16*</b>	will assimilate to point 17 on Grade 3
<b>RNG 20*, RND 20*, CG3 20*</b>	will assimilate to point 18 on Grade 3
<b>AO2, ALC 2 point 15*</b>	will assimilate to point 39 on Grade 6

2.2 In certain grades (namely Clerical Grade 1, 2, & 6 and Residence Grade RNE) where, as a result of the new pay structure, staff find that their current salary expectations are no longer met because their grade does not extend to as high a salary level as their current grade, the following temporary provision will be put in place:

- Staff who have mapped from a non-discretionary point on the old scale to a discretionary point on the new scale will have the 'red-circling' principles (*detailed below*) applied to their post at this point for the maximum three-year period;

- Staff who would have had expectations to move on to the salary commensurate with the first discretionary point on their new grade on 1 August 2007 will be permitted to do so, but will have the 'red-circling' principles applied to their post at this point for a 2-year period;
- Staff who would have had expectations to move on to the salary commensurate with the first discretionary point on their new grade on 1 August 2008 will be permitted to do so but will have the 'red-circling' principles applied to their post at this point for a 1 year period.

2.3 N.B. At the end of the periods noted in each of these three cases, if no adjustments have been made through role enhancement, movement to a new contract or the implementation of the University's new contribution-related pay scheme, the role holder will, after specific review of their particular case, then move to the top non-discretionary point of the appropriate grade with effect from 1 August 2009.

### 3. Red circling

3.1 The adjustment period will be **three years** as from 1 August 2006 and, during this time, the role holder will receive the increment due on 1 August 2006 and the nationally agreed annual increases. Red-circled role holders **will not** receive annual increments after 1 August 2006 until they cease to be red circled. During this three-year period, the role holder will be given the opportunity to adjust their role (if this is possible), and/or they will be given the opportunity\* to move to a post at the higher grade if an appropriate one becomes available. At the end of the three-year period, if no adjustments have been made, the role holder will move to the top of the grade in which they have been placed by evaluation.

\* i.e., individuals in red-circled posts will be interviewed for any appropriate posts (as vacancies arise) before that post is advertised. If an individual is deemed not suitable, even with reasonable training support, for the vacant post, justification from the Selection Committee will be provided.

3.2 In the case of a role holder who decides to retire, if they retire four years after they have been initially red-circled (one year after their protection period has ended) the University will ensure that any pension shortfall arising in relation to their salary at the end of the third year of the protection period will be made up.

3.3 A Review Group will be established to monitor the progress of red-circled role holders. The Review Group will comprise the Director of HR, the member of the Office of the Principal responsible for HR, and a member of the appropriate Trade Union. When it comes to monitoring role holders who are not members of a Union, the relevant Union member should still form part of the Review Group to monitor these individuals. The remit of the Review Group will be to ensure that each red-circled role holder's needs are being addressed as urgently as possible in a fair, positive and reasonable fashion. Thus, if a situation arises whereby the role holder and their manager come to a difference of opinion, the Review Group will be asked to assist. If there is a realistic opportunity to increase the role, the University will do all it can to support the role holder.

### 4. Green Circling

4.1 Role holders who are green-circled will move to the bottom of the appropriate grade as from 1 August 2006.

## 5. Special Cases

- 5.1 All current efficiency bars will disappear under the new pay structure since all jobs will now be role evaluated. There will, however, be a training sub-grade for all trainee appointments to Grade 6, with a 'bar crossing' process utterly compatible with HERA (to be developed through negotiation with the Trades Unions). The University will do all that is appropriate to develop the roles of those on the training sub-grade.

<b>ALC1 and AR1B staff</b>	Will assimilate, with effect from 1 August 2006, from current point 4 to new point 27; from current point 5 to new point 28; and from current point 6 to new point 29 on this new training sub-grade.
<b>ALC3/AO3 staff</b>	Will assimilate to no lower than point 39 on Grade 7.
<b>ALC4/AO4 staff</b>	Will assimilate to Grade 7 and will be allowed routine incremental progression, in the light of their successful promotion to their previous grade, to point 46 of their new grade.
<b>Lecturer A staff</b>	Will assimilate to Grade 7.

## 6. Hourly pay

- 6.1 A significant exercise aimed at redefining the conditions and remuneration of hourly-paid staff will commence by the end of 2006, with the aim to complete by March 2007, and will take into account the need for the establishment of a comprehensive rate calculated upon the basis of achieving the objective of equal pay for work of equal value.

## 7. Contribution-related Pay

- 7.1 It has been agreed that a Contribution Related Pay Scheme will be agreed for implementation on 1 August 2008. Mechanisms associated with this new pay scheme will, therefore, have to be agreed and introduced by 1 September 2007.

### 7.2 Please Note:

- The University of St Andrews agrees to renegotiate any issues which UNITE (formerly AMICUS), UCU or UNISON demonstrates, at any stage in the future, as having challengeable equal pay implications.
- All salary ranges and allowances quoted within this Framework Agreement document will increase in line with nationally agreed cost of living increases.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
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## Appendix A: New pay and grading structure

	<b>Aug-05</b>	<b>Aug-06*</b>		
52	£49,116	£51,572		
51	£47,685	£50,069	9	
50	£46,296	£48,611		
49	£44,947	£47,194		
48	£43,638	£45,820		8
47	£42,367	£44,485		
46	£41,133	£43,190		
45	£39,935	£41,932		
44	£38,772	£40,711		
43	£37,643	£39,525		
42	£36,546	£38,373	7	
41	£35,482	£37,256		
40	£34,448	£36,170		
39	£33,445	£35,117		
38	£32,490	£34,115		
37	£31,525	£33,101		
36	£30,607	£32,137		
35	£29,715	£31,201		
34	£28,850	£30,293		6
33	£28,009	£29,409		
32	£27,194	£28,554		
31	£26,401	£27,721		
30	£25,633	£26,915		
29	£24,886	£26,130		
28	£24,161	£25,369	5	6T**
27	£23,457	£24,630		
26	£22,774	£23,913		
25	£22,111	£23,217		
24	£21,467	£22,540		
23	£20,842	£21,884		
22	£20,235	£21,247		
21	£19,645	£20,627		
20	£19,093	£20,048		4
19	£18,517	£19,443		
18	£17,978	£18,877		
17	£17,454	£18,327		
16	£16,946	£17,793		
15	£16,452	£17,275		
14	£15,973	£16,772		
13	£15,508	£16,283	3	
12	£15,056	£15,809		
11	£14,618	£15,349		
10	£14,192	£14,902		
9	£13,778	£14,467		
8	£13,387	£14,056		
7	£13,009	£13,659		2
6	£12,692	£13,327		
5	£12,335	£12,952		
4	£11,989	£12,588		
3	£11,703	£12,288		
2	£11,377	£11,946	1	
1	£11,060	£11,613		

\* Including 5% pay award

\*\* Training Sub-Grade

standard incremental pay points

contribution-related pay points

**Appendix B: Assimilation process: Grade mapping information**

<b>CLERICAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
CG1	Grade 1	11060 – 11703
CG2	Grade 2	12335 – 14192
CG3	Grade 3	14618 – 16946
CG4	Grade 4	17454 – 20235
CG5	Grade 5	20842 – 24886
CG6	Grade 5	20842 – 24886

<b>TECHNICAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
TGT	Grade 1	11060 – 11703
TGA	Grade 2	12335 – 14192
TGB	Grade 2	12335 – 14192
TGC	Grade 3	14618 – 16946
TGD	Grade 4	17454 – 20235
TGE	Grade 5	20842 – 24886
TGF	Grade 6	25633 – 30607
TGG	Grade 6	25633 – 30607
TGH	Grade 6	25633 – 30607
TGI	Grade 7	31525 – 38772

<b>ALC</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
AA1	Grade 6T	23457 – 24886
AA2	Grade 6	25633 – 30607
AA3	Grade 7	31525 – 38772
AA4	Grade 7	31525 – 41133
AA5	Grade 8	39935 – 44947
AA6	Grade 9	47685 +

<b>OTHER RELATED</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
AO1	Grade 5	20842 – 24886
AO2	Grade 6	25633 – 30607
AO3	Grade 7	31525 – 38772
AO4	Grade 7	31525 – 41133
AO5	Grade 8	39935 – 44947



<b>RESEARCH</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
ARB	Grade 6T	23457 – 24886
ARA	Grade 6	25633 – 30607
AR2	Grade 7	31525 – 38772
AR3	Grade 8	39935 – 44947
AR4	Grade 9	47685 +

<b>ACADEMIC</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
ALA	Grade 7	31525 – 38772
ALB	Grade 7	31525 – 38772
ALS / ALR	Grade 8	39935 – 44947
ALX	Grade 9	47685 +

<b>MANUAL</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
MC1	Grade 1	11060 – 11703
MC2	Grade 1	11060 – 11703
MC3	Grade 2	12335 – 14192
MC4	Grade 2	12335 – 14192

<b>RESIDENCE MANAGER</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
RSA	Grade 4	17454 – 20235
RSB	Grade 4	17454 – 20235
RSC	Grade 5	20842 – 24886
RSD	Grade 5	20842 – 24886
RSE	Grade 6	25633 – 30607

<b>RESIDENCE SENIOR STAFF (Resident** &amp; Non Resident)</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
RNE / RRE	Grade 2	12335 – 14192
RNF / RRF	Grade 3	14618 – 16946
RNG / RRG	Grade 3	14618 – 16946
RNH / RRH	Grade 4	17454 – 20235

<b>CHEFS (Resident** &amp; Non Resident)</b>	<b>MAP TO</b>	<b>NEW SALARY RANGE*</b>
RNA / RRA	Grade 1	11060 – 11703
RNB / RRB	Grade 2	12335 – 14192
RNC / RRC	Grade 3	14618 – 16946
RND / RRD	Grade 3	14618 – 16946

\* The salary ranges noted do *not* include the 5% pay award.

\*\* Resident staff in these categories will assimilate to the same grade as their equivalent nonresident colleagues. Payment for rent will be deducted from their salary, on a monthly basis, as of 1 August 2006.

## **Grading appeals procedure**

This paper details the agreement reached between the University of St Andrews, AMICUS, UCU, and UNISON on the Grading Appeals Procedure.

### **Introduction & Scope**

The University of St Andrews is committed to the principle of equal pay, and, in line with the national Framework Agreement, has introduced a single job evaluation scheme to measure the relative value of all posts across the institution.

By adopting a very thorough and objective approach to the role analysis project, the University has made every effort to ensure that posts are evaluated in a fair, consistent and equitable manner. The University recognises, however, that some staff members may be dissatisfied with the grade their post has been assigned. This procedure, therefore, sets out the process for staff to appeal against any grading decisions taken in relation to the implementation of the new pay and grading structure.

This procedure has been written with specific reference to the initial role analysis project and has been developed in partnership with AMICUS, UCU and UNISON.

### **Principles**

Any member of staff, irrespective of the stage in the process they were involved, has the right to appeal against the grade\* their post has been assigned through the role analysis process. Members of staff are welcome to discuss the formulation of any possible appeal with a trained role analyst in Human Resources before they submit their appeal.

An appeal may be brought by an individual, or by a group of individuals in comparable roles.

There are two possible outcomes of an appeal against a grade as determined by the role analysis project:

1. the grade of the post is confirmed
2. the grade of the post is raised (effective from 1 August 2006)

\* Access to Grades 8 and 9 will be attained through a process parallel to this one. Appeals relating to entry to these grades should be registered as part of this process i.e. within **20 working days** of the date specified on the grade notification letter, so that they can be addressed in the course of the new promotions process to be introduced in 2006. Any positive outcomes to such appeals will be backdated in terms of remuneration to 1 August 2006.

While an appeal is being considered and processed the individual will be paid as per the grade initially assigned to the post (subject to other arrangements in relation to, for example, red circling).

### **Stage A - Appeal against grade**

Notification that a role holder intends to appeal against the grading decision must be submitted, in writing, to Louise Watson, Framework Agreement Project Manager, within **20 working days** of the date specified on the grade notification letter.

Once notification of an appeal is received, an Appeal Form will be issued to the appellant for completion. (An appropriate timescale for the completion and return of this form will be agreed between Human Resources and the appellant).

An appeal against a grading decision may be raised on the following grounds:

- An incorrect grade has been applied due to:
  - Insufficient information gathered at the role analysis stage
  - Incorrect interpretation of information
  - Inaccurate matching of a post to a role profile (this may apply in circumstances where large groups of staff, for example cleaners & academic/related staff etc., have been matched to what were regarded as established benchmark role profiles).
- There is clear evidence that the role has changed markedly since the role was first evaluated.

In completing the Appeal Form, the appellant must state the grounds on which they are appealing and provide information to support their Appeal. The form should be agreed and signed off by both the appellant and the Head of School/Unit. If they cannot agree, advice should be sought from an officer designated by the Director of Human Resources.

On receipt of the appeal, a Role Analysis Review Panel, comprising the HR Project Manager (Chair), a Role Analyst designated by the Director of Human Resources and a representative of the appropriate Trades Union, will be convened to review the evidence provided and to re-evaluate the role. The Review Panel will request any further evidence as it sees fit. (All members of the Role Analysis Review Panel will be fully trained in the application of HERA and, where possible, will not have been directly responsible for the earlier role evaluation of the appellant).

Where possible, the decision of the Review Panel will be communicated, in writing, within 10 working days of the Panel's final meeting in relation to the case in question. In the event that this re-evaluation results in the post being regraded, this written notification will detail the new grade and salary point as from 1 August 2006.

The decision taken by the Role Analysis Review Panel will be final unless the appellant believes that Stage A of the process has not been followed correctly, in which case they can use Stage B of the Appeals Procedure.

### **Stage B - Appeal against Stage A process**

Where an appellant believes that there has been a significant/substantial flaw in Stage A, an appeal may be raised against that process. There can be no other grounds for using the Stage B process.

Notification that an appeal is being brought must be submitted, in writing, to Louise Watson, Framework Agreement Project Manager, within 7 **working days** of the date specified on the letter notifying the outcome of Stage A.

Once notification of the appeal is received, an Appeal Form will be issued to the appellant for completion. Again, the appellant will be asked to state the grounds on which the appeal is being made and provide information to support this. (An appropriate timescale for the completion and return of this form will be agreed between Human Resources and the appellant).

Within 10 working days of receipt of the completed Appeal Form, a Process Appeal Panel will be convened. The Panel will comprise an executive member of the Office of the Principal (Chair), a Head of School/Unit (unconnected with the appellant) and two representatives of the appropriate Trades Union, none of whom will have been involved in the previous evaluation of the post.

In considering an appeal at this stage, the Process Appeal Panel will review the written submission from the appellant, and will normally call upon all relevant parties to attend a hearing. (Appellants have the right to be accompanied by a representative of the appropriate Trades Union or a work

colleague. The accompanying person may confer and consult with the appellant, and ask and answer questions on their behalf).

The Process Appeal Panel cannot alter the grade assigned, but it can refer the post back for reevaluation by another freshly constituted Role Analysis Review Panel, chaired by the Director of Human Resources, if it considers that the process leading to the grading of the post has been flawed. The Process Appeal Panel's decision will be made by its members with its chair exercising, if necessary, a casting vote.

The Panel will write to the appellant within 7 **working days** of the meeting to advise them of the outcome of the appeal.

The outcome of the Process Appeal Panel and any second Role Analysis Review Panel will be final.

## Harmonisation of conditions

This paper details the agreement reached between the University of St Andrews, AMICUS, UCU, and UNISON on the Harmonisation of Terms and Conditions.

## Harmonisation of Hours of Work

Harmonisation of hours (to 36.25 hours per week for full time employees) was implemented on 1 August 2005 and now applies to all University employees with precise hours stated in their contracts. For those employees whose contracts do not state precise hours, please see below under Annual Leave.

## Harmonisation of Major Conditions

### Annual Leave – harmonisation has been agreed as follows:

<b>Grades 1 - 4</b>	Initial entitlement	35 days
	Increasing after 4 years <i>continuous service</i> to	37 days
	Increasing after 6 years <i>continuous service</i> to	39 days
<b>Grades 5 - 9</b>	For everyone who has annual leave defined in their contracts, the standard leave entitlement will be <b>39 days</b> . Academics (who do not have hours of work or annual leave defined in their contracts) will be advised that <i>colleagues in their Grade have the following condition:</i>	
	<i>The employee will be expected to work such hours and such days as are required for the proper discharge of duties, but the working week will normally be 36.25 hours per week; and the annual leave entitlement shall be 39 days in each leave year.</i>	

Included in the above entitlement will be the *5 statutory days* (25 and 26 December; 1 and 2 January; and May Day). These statutory days will remain as standard unless there is a clearly defined operational requirement for obligatory holidays to be otherwise defined (the appropriate overtime rate will be paid in such situations). There are specific areas within the University, particularly Residences and Estates, where some holidays, in terms of when they can and cannot be taken, will need to be defined (e.g. the Open, etc.). These issues and any others will be subject to subsequent local resolution.

This proposal leads to a reduction in leave for one staff group, ie Research staff. It has been agreed that the annual leave entitlement for an existing employee in this category will remain at 40 days (35 days plus 5 statutory days) for the duration of their present contract; all new/extended contracts for members of this group will, however, contain the new entitlement, ie 39 days (34 days plus 5 statutory days).

The University reserves the right to ask employees to use 3 of their annual leave days between the Christmas and New Year period.

Harmonisation will be effective from 1 August 2006.

### **Overtime – The following principles will apply with regard to overtime:**

- a. overtime will be voluntary;
- b. before overtime is undertaken, its extent must be agreed between the manager and the member of staff who will be doing the overtime. As part of this discussion, there will be an agreement regarding the mode of reimbursement, ie time off in lieu or overtime payment;

- c. while the duration of overtime will normally be agreed beforehand, it is recognised that, in certain circumstances, it is difficult to predict the exact length of overtime, ie in the Residences, a dinner may run over etc;
- d. the overtime rules will apply to everyone in Grades 1 - 6;
- e. stand-by and call-out arrangements will be formulated in accordance with individual group circumstances.

Reimbursement for overtime:

- 1. Members of staff who agree to take time off in lieu (rather than opting to receive a monetary overtime payment), will receive time off in lieu at the *standard rate* irrespective of when the overtime is worked, i.e. if you work one additional hour, you will be entitled to take one hour off in lieu.
- 2. Staff who agree to be paid, rather than receive time off in lieu for overtime, will be remunerated at time and a half for additional hours worked.

For those members of staff who are eligible to receive overtime, there will no longer be a minimum threshold which needs to be worked before overtime rewards take effect. Those members of staff who presently receive double time for some overtime will be appropriately compensated for this loss.

There are certain cases in which routine overtime is subject to rota. Special arrangements have been made in these cases to incorporate specific compensation in annual salary.

Harmonisation will be effective from the date of formal implementation of the Framework Agreement.

### **Sickness Leave Arrangements**

- a. All parties are committed to using their best endeavours to secure the implementation, by 1 August 2007, of revised arrangements compatible with the Framework Agreement's commitment to harmonisation.
- b. Meantime, all employees currently within the remit of AMICUS and UNISON will have the following entitlement:

<b>Years of service</b>	<b>Period of full pay</b>	<b>Period of half pay</b>
First three months	2 weeks	2 weeks*
Next nine months	9 weeks	9 weeks*
Second and third year	13 weeks	13 weeks
Fourth year and after	26 weeks	26 weeks

\* maximum entitlement in the first year is **9 weeks full pay; 9 weeks half pay**

Harmonisation will be effective from the date of formal implementation of the Framework Agreement.

## Harmonisation of Additional Conditions

**Probation – harmonisation has been agreed as follows:**

<b>Grades 1 -2</b>	3 months
<b>Grades 3 -4</b>	6 months
<b>Grades 5 -9</b>	15 months*

\* The new 15-month probationary period for inhabitants of Grades 5 – 9 will enable role holders to undertake a full 12-month cycle of work prior to the probationary review taking place. The 15-month probationary period will be separate from other developmental and protection policies.

Members of staff on probation on 1 August 2006 will remain on probation for no longer than a further period equivalent to those above.

For all Grades, the University will reserve the right, if appropriate, to extend a role holder's standard probationary period.

All members of staff, unless formally exempted at appointment, will undertake probation. Harmonisation will be effective from 1 August 2006.

## Promotions & Regrading

The University will introduce, as soon as the current role analysis process is complete, a new regrading process (based on HERA) in relation to all possible regradings to grades 2 – 7. The University also undertakes to replace its present competitive academic and related promotions process, with regard to regradings to Grades 8 & 9, by early 2007 with one whose outcomes will be utterly compatible with HERA scores. These processes will be negotiated with the recognised unions.

**Notice Period - harmonisation has been agreed as follows:**

<b>Grades 1 - 6</b>	1 month
<b>Grades 7 - 9*</b>	3 months
<b>Executive members of the Office of the Principal</b>	6 months

\* The notice period for Grades 7 - 9 will be 3 months and will be implemented with effect from 1 August 2006. There will be one exception to this harmonisation, that being the notice period for Professors which will be implemented with effect from **1 January 2008**.

Notice periods for executive members of the Office of the Principal will exceptionally remain at 6 months unless otherwise stated in individual contracts.

Harmonisation will be effective from 1 August 2006 and will apply to anyone who gives notice after that date. Harmonisation for Professors will be effective from 1 January 2008 in relation to any Professor who gives notice after that date.

## Incremental Date

It has been agreed that a standard incremental date be introduced. This standard date, for all Grades, will be *1 August* commencing *1 August 2006*. Employees must have 6 month's service in post prior to 1 August before receiving an increment i.e. have commenced in post prior to 1

February of the same year. Employees commencing in post after 1 February will be due their first increment on 1 August the following year. Employees who have reached the top of their pay scale will not receive further increments but will continue to receive the annual cost of living increase.

As a result of this standard incremental date, the date for the implementation of competitive promotions in 2006 and future years will be *1 August*.

### **Termination of Employment - harmonisation has been agreed as follows:**

<b>Grades 1 - 6</b>	1 month
<b>Grades 7 - 9</b>	3 months

This harmonisation will be implemented with effect from *1 August 2006* except for those already under notice of termination of employment.

### **Retirement Date**

It has been agreed that the retiral date for all employees will be no later than 31 August after the employee has attained their 65<sup>th</sup> birthday\*. This harmonisation will be implemented with effect from 1 August 2006.

\* this may be subject to change because of the implications of Age Discrimination legislation.

### **Superannuation**

It has been agreed that the normal Pension Scheme for the new Grades will be:

<b>Grades 1 - 5</b>	S&LAS
<b>Grades 6 - 9</b>	USS

Where an existing employee moves to a Grade whose normal Pension Scheme is different from their present one, they will have the opportunity to transfer to the normal Pension Scheme for their new Grade.

Implementation date for this harmonisation has been agreed as *1 August 2006* subject to S&LAS and USS approval. Prospective employees who have already been offered contracts of employment commencing after that date will be treated in the same way as existing employees.

### **Shifts**

Shift Premia: Members of staff employed on '5 out of 7' and '6 out of 7' contracts, who, as part of their routine execution of their contract, have had to work on weekends for at least 24 weeks in the period 1 August to 31 July, will be compensated with an annual supplement equal to 1.5% of their regular salary during the relevant period to be paid at the end of that period.

We propose ending '6 out of 7' contracts over time with role holders being moved to a Monday to Friday contract or a '5 out of 7' contract.

We will endeavour to keep split shift working to a minimum, but details of compensation for the split shifts that are still required are included in a specific [appendix](#) relating to residence staff.

We will normalise some current overtime, recognising that in moving staff to a new set of normal hours they will have to be appropriately compensated in terms of their overall remuneration in consequence of the change.



## **Call Out and Stand-by**

Call-out and stand-by arrangements cannot be standardised and will have to be arrived at individually, compared in terms of both burden and reward, articulated with the role evaluation process and reviewed in the light of any organisational improvements which can be made such as enhanced rota systems.

## **Special Cases**

The University recognises that there are groups such as Trades and Senior Residence Staff who will still have local issues that need to be reviewed before the harmonisation and assimilation process is complete.

David Corner  
Deputy Principal August 2006  
*(updated June 2012 v2)*

## **Appendix C: Harmonisation of terms and conditions (Residence staff)**

This paper details the agreement reached between the University of St Andrews, AMICUS and UNISON on the Harmonisation of Terms and Conditions, in relation to Residence Staff (with specific reference to senior staff).

### **Split Shift Working**

Members of staff who are required to work split shifts will receive an additional payment equivalent to £5 per split shift for Residence Managers and £3 per split shift for all other staff.

Members of staff who are regularly required to work split shifts, e.g. Residence Managers and Chefs, will have this payment converted into an annual allowance. If, at the end of the year, the number of split shifts worked exceeds the allotted allowance, the member of staff will receive any additional payment due. This allowance will be reviewed on an annual basis.

Members of staff who may be required to work split shifts, but on a less regular basis, will receive this payment on an 'as and when' basis by submitting a time sheet to salaries for payment.

Whenever possible, the need for split shift working will be avoided.

### **Emergency Call Outs**

Through the development of University out of hours cover, improvements in contract security arrangements and the extension of wardennial duties, the need for standby arrangements should be significantly reduced.

In the case of an emergency, staff will be contacted using an appropriate and fair rota system. Should it be necessary for a member of staff to attend an emergency situation they will be automatically entitled to payment of, at a minimum, 2 hours at time and a half.

The management of this rota system will be reviewed on a regular basis to ensure that it is operating on a fair and equitable basis.

### **Accommodation**

As the need for a Residence Manager to 'live in' is no longer a pre-requisite to the job, all current Residence Managers who choose to reside in University accommodation will, with effect from 1 April 2007, be charged for accommodation at a rate of £2070 per annum, and be responsible for their own Council Tax. This principle will be applied to any member of staff who currently chooses to reside in University accommodation.

Please note that the University has ensured that once Tax and National Insurance payments have been deducted for the above, no member of staff is worse off (where this is consistent with equal pay requirements) than their current salary position as at 1 August 2006.

In creating equality for all staff the charges for accommodation will be reviewed and aligned with appropriate student rents for similar properties. Staff currently resident will continue to benefit from rents at their current level, suitably adjusted for annual inflation, for three years. All new members of staff will be required to pay for rent at the full rate for any University accommodation offered. From August 2010 rents will be matched to equivalent student accommodation plus services, and the tenant will remain responsible for council tax.

## **Bonus**

The bonus system has been superseded by the implementation of role analysis and modernisation of terms and conditions and, as such, will cease with immediate effect.

## **Overtime**

The issue of overtime has been covered as part of the main harmonisation principles, and as such no separate conditions will be applied within Residences.

## **Pensions**

Any special pension arrangements which have been put in place for certain Residence Managers to cover their receipt of accommodation will cease.

## **Salary Supplements**

Any salary supplement, which cannot be taken into account via the role analysis process, will be payable for as long as the individual is required to carry out the relevant service or follows the relevant work pattern e.g. split shift allowance. They are not permanent additions to salary.  
Framework Agreement August 2006

*(Updated April 2007 v2)*

*(Updated June 2012 v3)*

## **Appendix D: Harmonisation of terms and conditions (Janitorial staff)**

This paper details the agreement reached between the University of St Andrews and UNISON on the Harmonisation of Terms and Conditions, in relation to Janitorial Staff.

### **Hours of Work**

All staff have been harmonised to 36.25 hours per week.

### **Revised Shift Pattern**

The new 7am to 10pm shift pattern, which will contractually apply to all janitors, will be introduced following a successful ballot. To ensure that the implementation and operation of this revised shift pattern is both fair and efficient, a commitment has been made for a management review of the new shift arrangements to take place, in consultation with UNISON and the janitorial staff, in July 2007. Thereafter, there will be ongoing oversight of the arrangements.

### **Overtime**

As outlined in the Framework Agreement, which was balloted on in October 2006, all standard overtime will be paid at time plus a half, irrespective of time or day on which it is worked.

### **Allowances**

In order to maintain a degree of flexibility within the janitorial service to ensure appropriate cover during periods of annual leave, sickness etc, all 'non-senior' library, mailroom and general janitors have, in addition to their salary, received a non-pensionable shift allowance. This shift allowance will, with effect from 1 April 2007, become part of their normal salary and, as such, it will be subject to future general cost of living increases and will be paid as pensionable salary.

Out-of-hours janitors currently receive an unsocial allowance amounting to £161.19 per month. This allowance will, with effect from 1 April 2007, become part of their normal salary and, as such, it will be subject to future general cost of living increases and will be paid as pensionable salary.

Senior Janitors currently receive a 'responsibility allowance' amounting to £106.70 per month. The rationale behind this allowance has been addressed through the role analysis process, and will therefore cease with effect from 28 February 2007.

### **Call out**

When Janitors are called out, they will receive a minimum of two hours pay at time and a half.

### **Assimilation**

All Janitors were assimilated onto the new pay scale on 1 August 2006 with certain allowances continuing until the results of role analysis were known.

### **Salary Supplements**

Any salary supplements will be payable for as long as the individual carries out the relevant service or follows the relevant work pattern. They are not, therefore, to be regarded as permanent additions to salary.

*(Updated February 2007)*